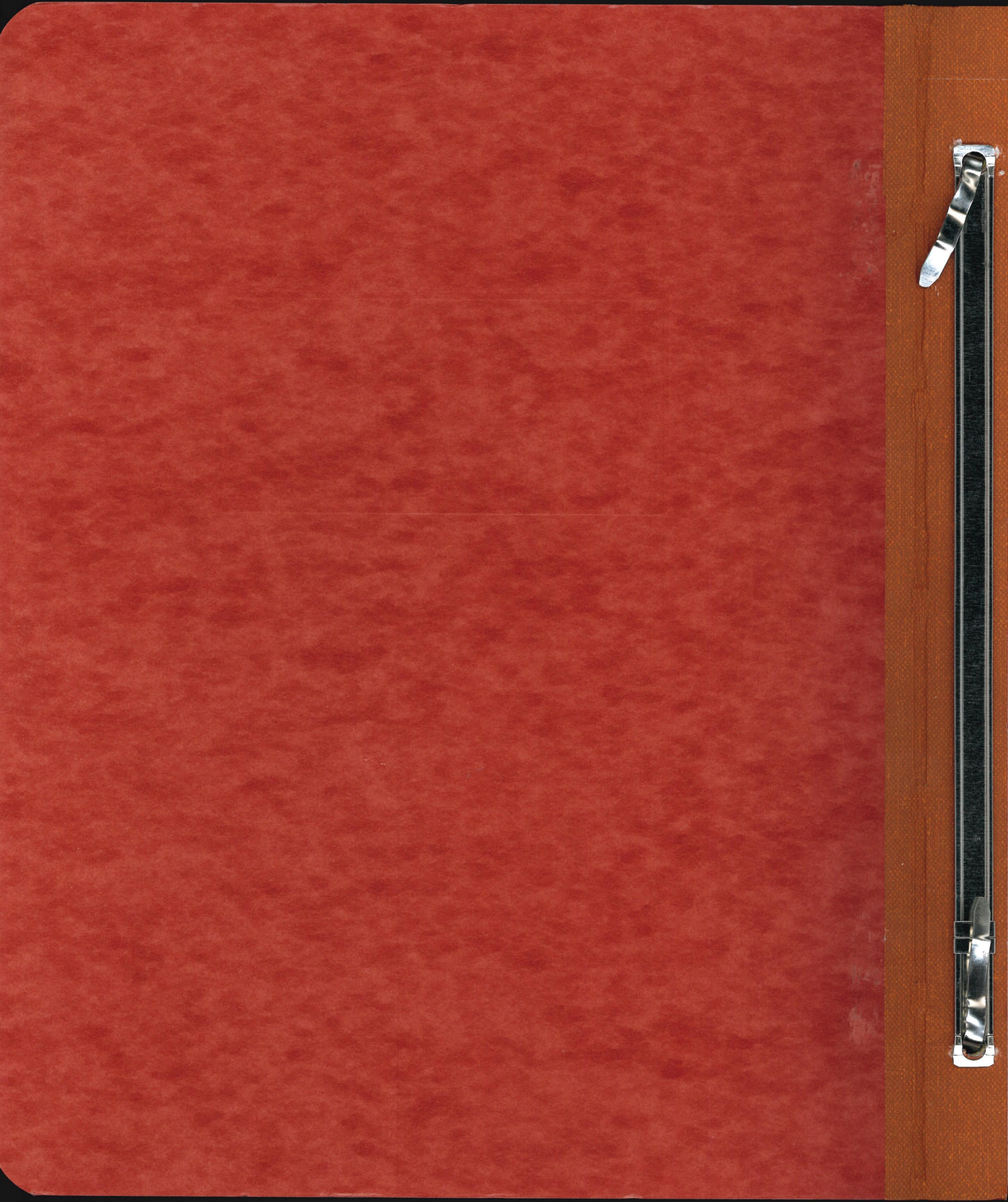


2 0 0 1

BOARD MEETING BOOK

2 0 0 1



2001 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$47,216
1.12	Salary of Assistants	\$635,754
1.13	Wages of Janitor	\$42,562
1.2	Employee benefits	
1.21	Employer: FICA	\$55,503
1.22	Unemployment Comp	\$1,995
1.23	Employer: PERF	\$31,693
1.24	Employer: Group Insur.	\$30,586
1.3	Other personal services	
1.31	Other personal services	\$1,500
Total Personal Services		\$846,809

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$900
2.12	Stationery/printing	\$600
2.13	Other office supplies	\$6,200
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$3,800
2.22	Fuel/oil/lubricants	\$10
2.23	Other operating supplies	\$4,800
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$150
2.33	Repair parts	\$400
2.4	Other supplies	
2.41	Library supplies	\$4,000
2.42	Automation supplies	\$2,500
Total Supplies		\$24,360

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	
3.12	Engineer/Arch Services	
3.13	Legal services	\$1,500
3.14	Other profess. services	\$6,000
3.2	Communication/Transportation	
3.21	Telephone	\$7,000
3.22	Postage	\$4,900
3.23	Traveling expenses	\$7,000
3.24	Professional mtgs	\$8,000
3.25	Freight/Express	\$0
3.26	Network expenses	\$8,000

3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,500
3.32	Printing (not offc. supply)	\$350
3.4	Insurance	
3.41	Official bonds	\$250
3.42	Other insurance	\$11,000
3.5	Utility services	
3.51	Gas	\$26,000
3.52	Electricity	\$46,000
3.53	Water	\$950
3.54	Waste disposal service	\$2,400
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$48,000
3.62	Equipment	\$6,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$280
3.91	Dues	\$2,600
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$50,000
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$500
3.98	Maintenance contracts	\$40,745
	Total Other Services/Charges	\$279,195
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	
4.4	Furniture/equipment	\$44,425
4.5	Other capital outlays	
4.51	Books	\$150,000
4.52	Periodicals,newspapers	\$24,000
4.53	Nonprint materials	\$60,000
	Total Capital Outlays	\$278,425
	FUND TOTAL	\$1,428,789

Board Meeting Dates

2001

Meetings are held at 7:00 P.M.at the Rensselaer Library
unless otherwise noted

Monday, January 8

Technical Services Librarian, System Administrator's Reports

Monday, February 12

Rensselaer Librarian & Children's Specialist Reports

Monday, March 12

Monday, April 9 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, May 14

Monday, June 11

Monday, July 9

Monday, August 13

Monday, August 27 (Special Budget meeting)

Monday, September 10 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 8

Monday, November 12

Monday, December 10

Thursday, December 27 (Special Year End meeting)



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
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Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

JASPER COUNTY PUBLIC LIBRARY BOARD MEETING DATES 2001

Meetings are held at 7:00 pm at the Rensselaer Library unless otherwise noted.

Monday	January 8	Regular Board Meeting; Board Of Finance Mtg follows
Monday	February 12	
Monday	March 12	
Monday	April 9	(at DeMotte Library)
Monday	May 14	Executive Session @ 7:00 PM to discuss employee performance. Regular Board Meeting follows.
Monday	June 11	
Monday	July 9	
Monday	August 13	
Monday	August 27	(Special Budget Meeting)
Monday	September 10	(at Wheatfield Library)
Monday	October 8	
Monday	November 12	
Monday	December 10	
Thursday	December 27	(Special Year-End Meeting to approve transfers, encumbrances, year-end bills)

Board Meeting Dates

2001

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 8

Technical Services Librarian, System Administrator's Reports

Monday, February 12

Rensselaer Librarian & Children's Specialist Reports

Monday, March 12

Monday, April 9

Monday, May 14 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, June 11

Monday, July 9

Monday, August 13

Monday, August 27 (Special Budget meeting)

Monday, September 10 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 8

Monday, November 12

Monday, December 10

Wednesday, December 27 (Special Year End meeting)

Holiday Schedule 2001

The Libraries will be closed on the following days:

New Year's Day: Monday, January 1
Memorial Day: Monday, May 28
Independence Day: Wednesday, July 4
Labor Day: Monday, September 3
Thanksgiving: Thursday, November 22
Christmas Eve: Monday, December 24
Christmas Day: Tuesday, December 25
New Year's Eve: Monday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Six employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having worked 5 years or 15 years at the library.

LIBRARY POLICY REVIEW SCHEDULE 2001

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Circulating CD ROM Policy	165
	LCD Projector Policy	179
February:	Staff Code of Ethics	149
	Circulation Policy	161
March:	FAX Machines Policy	125
	Staff Complaint Policy	146
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Sexual Harassment Policy	139
	Public Forum Policy	137
	Library Credit Card Policy	180
July:	Public Relations/Information Policy	121
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
May:	Audiovisual Equipment Loan Policy	105
	Videocassette Policy	107
	Internet Acceptable Use Policy	151
November:	Materials Selection Policy	93-96
	Microform Reader/Printer Policy	155
	Indemnification Policy	177
December:	No policies reviewed	

rev. 11/00

LIBRARY POLICY REVIEW SCHEDULE 2002

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Mission/Value/Role Statement	91
	Circulating CD ROM Policy	165
	Board/Staff Privileges Policies	143-145
	Fax Machine Policy	125
February:	Bylaws	81-86
	FMLA (Family and Medical Leave Act)	new
	Circulation Policy	161
March:	Walking Book Policy	167
	Public Purchase Policy	175
	Board Code of Ethics	147
April:	Personnel Policy (including new salary schedule)	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Reciprocal Borrowing Policy	159
July:	Public Records Policy	99-100
August:	Food, Tobacco, Drug & Alcohol Policy	157
	CD ROM/Online Database Use Policy	153
September:	Holiday Policy	127
	Library Behavior Policy	141
October:	Computer Use Policy	123
	Reference Policy	135
	Internet Acceptable Use Policy	151
November:	Meeting Room Policy	101-103
December:	No policies reviewed	

rev. 11/00

Jasper County Public Library Board Committees 2001

Budget Committee: Mark Heinig, chair, Mike Crawford, Sue Deardorff

Meets in June or July to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the July meeting.

Director's Evaluation Committee: Joan Floyd, Anne-Marie Egan

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board, then given to the director.

Bylaws and Policy Review Committee: Tim Schultz, Mari Anne Sayler, Sue Deardorff

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary this year.)

Past procedure has been for the director to recommend changes in policies to the policy committee one month before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Mari Anne Sayler, chair, Mark Heinig, Mike Crawford

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

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Fax 219 • 866-7378

☐ DeMotte Public Library
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Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

2001 Board Members**Phone****Term Expires****Appointed By****President:****Anne-Marie Egan**

[REDACTED]

[REDACTED]

May 9, 2005

Rensselaer Central
School Board**Vice-President:****Joan Floyd**

[REDACTED]

[REDACTED]

December 31, 2003

County Commissioners

Secretary:**Sue Deardorff**

[REDACTED]

[REDACTED]

December 31, 2002

Co. Commissioners

Treasurer:**Mark Heinig III**

[REDACTED]

[REDACTED]

December 31, 2001

County Council

Mike Crawford

[REDACTED]

[REDACTED]

August 2, 2003

Pres. KV & West Central
School Boards**Mari Anne Sayler**

[REDACTED]

[REDACTED]

May 9, 2002

Rensselaer Central
School Board**Timothy Schultz**

[REDACTED]

[REDACTED]

June 30, 2004

County Council



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Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

<u>2001 Board Members</u>	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Anne-Marie Egan 		May 9, 2001	Rensselaer Central School Board
Vice-President: Joan Floyd 		December 31, 2003	County Commissioners
Secretary: Sue Deardorff 		December 31, 2002	Co. Commissioners
Treasurer: Mark Heinig III 		December 31, 2001	County Council
Mike Crawford 		August 2, 2003	Pres. KV & West Central School Boards
Mari Anne Savler 		May 9, 2002	Rensselaer Central School Board
Timothy Schultz 		June 30, 2004	County Council

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>	<u>Cell Phone</u>
BAUGH, Lisa	Page - R				
BEEDLE, Marlene	Specialist 1 - D				
BLACK, Maegan	Page - W				
BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
EDGMAN, Matthew	Page, sub - D				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
GIBSON, Rebecca	Library Specialist 3				
HALL, Melissa	Page - D				
HAVENS, Denise Y.	Page - D				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KOOY, Diana	Agency Librarian 1 - W				
KROS, Diane	Library Specialist 3 - W				
KUPKE, James	Page - R				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 1 - R				
MOLENAAR, Mary	Library Assistant 1 - T.S.				
OPOLSKI, Diane	Library Assistant 1-W				
PARISH, Lynda	Page - W				
PENNT, Nathan	Clerk - R				
ROUCHER, Lisa	Lib.Asst 2/Asst.Bkkpr-R				
SALYER, Beth	Clerk - R				
SAXON, Jackie	Librarian 1- R				
SCHULENBERG, Sharon	Spec.Services Librarian-R				
SPEACHT, Nanette	Lib. Asst 1 - W				
STANDISH, Jack	Janitor/Maintenance - R				
STRINGFELLOW, Patty	Headquarters Librarian 3 - R				
STUBBLEFIELD, Vickie	Library Assistant 1 - D				
TACHTIRIS, Jill	Ref. Library Specialist 2 - D				
THOMPSON, Linda	Library Asst 1 - W				
VIS, Ginger	Janitor - W/D; Clerk- D				
WEED, Kathryn	Librarian 2 - R				
WHITED, Amber	Library Assistant I - R				
WHITLOW, Emily	Multi-Dept. Asst 2 & Lib. Asst				
WIREMAN, Rachel	Page - R				
WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
ZAK, Laura	Page - R				
EGAN, ANNE-MARIE	BOARD PRESIDENT-2001				
PAGER	COMPUTER EMERGENCY				

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City,State,Zip</u>	<u>Telephone</u>	<u>Cell Phone</u>
BAILEY, Lindsey	Page (substitute) - R				
BAUGH, Lisa	Page - R				
BEEDLE, Marlene	Specialist 1 - D				
BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
FEICHT, Emily	Page - R				
GIBSON, Rebecca	Library Specialist 3				
HALL, Melissa	Page - D				
HAVENS, Denise Y.	Page - D				
HESTERMAN, Sandi	Lib. Asst 1 - W				
HOPKINS, Samantha	Page - R				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KOOY, Diana	Agency Librarian 1 - W				
KOOS, Diane	Library Specialist 3 - W				
KOPKE, James	Page - R				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 1 - R				
MOLENAAR, Mary	Library Assistant 1 - T.S.				
OPOLSKI, Diane	Library Assistant 1-W				
PLANT, Nathan	Clerk - R				
RUSHER, Lisa	Lib.Asst 2/Asst.Bklpr-R				
SALYER, Beth	Clerk - R				
SAXON, Jackie	Librarian 1- R				
SCHULENBERG, Sharon	Spec.Services Librarian-R				
SPEACHT, Nanette	Clerk - W				
STANDISH, Jack	Janitor/Maintenance - R				
STRINGFELLOW, Patty	Headquarters Librarian 3 - R				
STUBBLEFIELD, Vickie	Library Assistant 1 - D				
TACHTIRIS, Jill	Ref. Library Specialist 2 - D				
THOMPSON, Linda	Library Asst 1 - W				
VIS, Ginger	Janitor - W/D;Clerk- D				
WEED, Kathryn	Librarian 2 - R				
WHITED, Amber	Library Assistant 1 - R				
WHITLOW, Emily	Multi-Dept. Asst 2 & Lib. Asst				
WOODRUFF, Cortny	Page - R				
WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
EGAN, ANNE-MARIE	BOARD PRESIDENT-2001				
FURER	COMPUTER EMERGENCY				

JASPER COUNTY PUBLIC LIBRARY

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BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
FEICHT, Emily	Page - R				
FILSON, Stephanie	T.S. Library Assistant 2				
GIBSON, Rebecca	Library Specialist 3				
GREANEY, Karen	Page - R				
HALL, Melissa	Page - D				
HAVENS, Denise Y.	Page - D				
HESTERMAN, Sandi	Lib. Asst 1 - W				
HOPKINS, Samantha	Page - R				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KOOY, Diana	Agency Librarian 1 - W				
KROS, Diane	Library Specialist 3 - W				
KU...E, James	Page - R				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 1 -R				
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WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
EGAN, ANNE-MARIE	BOARD PRESIDENT-2001				
PAGER	COMPUTER EMERGENCY				

GUIDE TO FINANCIAL REPORTS

To assist you in analyzing the financial reports, I have provided in written form how the checks and balances system supports the accounting practices used at JCPL. This is intended to serve as a guide when studying the Financial Reports each month.

Using the Financial Statement (F1) as our basic Balance Sheet:

- The Beginning Balance on this report is the figure we start the current year. It is carried over from the previous year's Ending Balances.
- The 'ENDING BALANCE' at bottom right hand corner must agree with the Grand TOTAL for all bank accounts on the Bank Balances sheet (F2).
- The Operating Fund's CURRENT MONTH DISBURSEMENTS and YTD DISBURSEMENTS are the same as on the Appropriation Report (F3a) TOTALS for DISBURSEMENTS THIS MONTH and the DISBURSEMENTS YTD.
- The Operating Fund's CURRENT MONTH RECEIPTS and YTD RECEIPTS are identical to the TOTAL OPERATING FUND RECEIPTS and YTD RECEIPTS on the Receipt Breakdown (F5) about mid-way down in bold print.
- The **TOTAL ALL FUNDS** (bottom of Financial Report) for CURRENT MONTH RECEIPTS and Y-T-D RECEIPTS will be the same as the TOTAL RECEIPTS-ALL FUNDS on the Receipt Breakdown (F5) for each of these entries.
- The Appropriation Report (F3a) gives you a clear picture of expenditures budgeted in the Operating Fund. The percent figure is the percentage spent YTD. In December any appropriation with a negative figure must have money transferred from another appropriation, within the same classification preferably, into it. This is a requirement of SBA and the reason for transfers then.
- Changes to Appropriations Report (F3a.1) is provided when there has been activity as a result of a refund, reimbursement, encumbrance, or transfer of money from one appropriation category to another. This is also provided on the Appropriation Report (F3a) under the Change To Appropriation heading and increases/decreases the CURRENT APPROPRIATION for the correct appropriation number. The total at the bottom of the field will adjust accordingly.
- The Check Registers show the warrant (check) number, claim (voucher) number, payee, the fund and appropriation number the expenditure is paid from, the amount, date, and reason for payment.
 - The End-of-the-Month Check Register (F4 series) is a report showing the expenditures for the complete month. It will also show any purchases for CDs. By subtracting these figures (checks payable to JCPL) from the TOTAL AMOUNT OF CLAIMS, you should arrive at the same balances on the Financial Statement for **TOTAL ALL FUNDS** (bottom of Financial Report) under CURRENT MONTH DISBURSEMENTS.

- The *Beginning-of-the-Month Check Register* (F6 series) lists the checks and EFTs payable in the current month for your approval.
- Any Investment amounts (normally Operating and BIRF funds) are part of their respective fund's ENDING BALANCE. These are not included in the totals for receipts and disbursements on the Financial Report b/c they are a source of inflating the true figures. These figures can be verified by referring to the Investment Report (F2.1) under "Open Investments". If a CD was purchased with money from a combination of these funds, the PRINCIPAL will reflect the total amount of these monies.
- The PAYROLL WITHHOLDING ACCOUNTS are reflected on Financial Statement because they are still part of our funds until a check is written or the EFT (electronic fund transfer) is transacted for the amount due. (Payroll records track this information also for each individual and for quarterly tax reporting.)

DESCRIPTION OF FUNDS:

Operating Fund: General fund where majority of receipts and disbursements occur. Revenues are generated by Property taxes, Financial Institution tax, License Excise tax, CAGIT (County Adjusted Gross Income Tax), and miscellaneous revenue... fines, fees, copies, cards, interest, etc.

Public Library Access Card Fund: When patrons purchase a PLAC card this is the fund to which it is receipted into and then quarterly a check is written to the Indiana State Library for the number of PLAC's sold.

Gift Fund: Used for any donations and/or memorials made to the library by patrons/organizations.

Library Improvement Reserve Fund: Money is appropriated from Operating Fund to put into this fund. The board approves any disbursements also. This could be referred to as a "rainy day fund" for building improvements, upgrades to equipment (automation), land purchase, etc.

Bond & Interest Redemption Fund: Better known as our bond payment fund we needed to pay for building construction. Our present bond will be paid off on 1/1/07. Receipts come from Property Tax, Financial Institution Tax, and License Excise.

Host & Hospitality Fund: Established to funnel moneys for JCPL sponsored meetings, such as NILBA dinner, and Sign Language classes where participants are charged a fee and the library in turn pays out a like amount for the program.

Oral History Grant Fund: Money for this DeMotte Library project provided by a grant from the Jasper Foundation. A small amount remains from the original \$1700 received in July 1996.

Reciprocal Borrowing Fund: At one time we received money from the State Library based on our participation as a reciprocal borrower. It is now outdated and the Board could authorize removal of this fund.

Levy Excess Fund: Property tax over 102% of anticipated revenues are receipted here until State Board of Tax Commissioners authorize adding to Operating Fund.

Satellite Fund: Originally established when we received a grant to obtain satellite dish for teleconferences for programming offered by the library and other community organizations. Donaldson Corp. has made considerable donations towards this fund in previous years.

Indiana Technology Grant and State Technology Grant 1997: Two funds established to filter money specifically for these purposes.

Construction Fund: Required by SBA (State Board of Accounts) for all construction projects.

Petty Cash Fund: Each library has a fund to use for small expenditures for immediate reimbursement. Rensselaer Library - \$60.00; DeMotte Library - \$30; Wheatfield Library - \$30. Agency Librarians and Business Manager are responsible for maintaining these funds.

Cash Change Fund: Money kept at each circulation desk to make change. With approval of increasing Wheatfield's fund, each library will have \$30 for this purpose.

Payroll Withholding Accounts: As the name implies, the amount withheld from employee paychecks.

- **FIT** (federal taxes), and **FICA** (social security and medicare taxes) are paid the day following payday by an EFT (Electronic Fund Transfer). Ending balance always -0-.
- **State tax** and **County tax** are paid out on the 20th of following month in which they are collected; thus, the balance is the amount yet to be paid to the State by EFT.
- **Indiana Deferred Compensation Plan**, an employee deferred savings plan, shows the amount withheld and paid out on payday. The balance will always be -0-.
- **#125 Plan** is a Premium Conversion Plan whereas the employee's gross wage is reduced by their cost of insurance premium. This reduces the amount of tax the employee would have had to pay in federal, FICA, local and state tax. The library then pays for the employee's premium along with the library's portion (Operating Fund appropriation) once a month.
- **Employee Health Insurance/Life Insurance:** This is the amount paid by employees who waived off of the #125 Plan. Presently employees only taking Life Insurance have their premium of \$1 per year deducted from their pay.
- **Employee PERF** is the Public Employees Retirement Fund and is mandatory for employees in certain classifications as approved by the board and working 32 hours per week. 3% of the employees Gross Wage is withheld for this purpose. In 1999 the Library must contribute 5% of their Gross Wage to PERF with an expenditure from the Operating Fund. A check is written quarterly to the PERF agency for both portions.

BOARD AND ADMINISTRATION
MONTHLY TASKS

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. By beginning of month in odd-numbered years, letters may be sent out soliciting bids on library insurance if the board chooses to do so.

February

1. In odd-numbered years, Library Board may designate insurance company to handle library insurance for following two years if they have chosen to solicit bids.
2. Update nonresident annual fee.

April

1. Annual Indiana Library Federation (ILF) Conference is usually held this month.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

May

1. Library receives Certified Shares (CAGIT), county adjusted gross income tax.
2. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
3. Budget committee may have preliminary meeting.
4. Evaluation of Director is completed and presented at monthly board meeting. Director's salary for following year is determined.

June

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in July.
2. Library receives first installment of property, excise & financial institution tax revenues.
3. Bond payment is due by June 30.

July

1. Finalize budget estimate, plan for public hearing and budget adoption, and approve budget for advertising.

August

1. First publication of library budget at least by August 31. Second publication one week later.
2. Public hearing is held at least 3 days after second publication, usually at the regular August board meeting..
3. Objection petition filed by ten or more taxpayers no more than 7 days after public hearing.
4. Distribution of State funds (if any) is made to the library.
5. Estimates of net assessed valuation and of taxes to be distributed during last six months of year is furnished by auditor for use in preparing ensuing year's budget.

September

1. Budget is adopted, usually at the regular September board meeting but at least ten days after public hearing.
2. Library budget is submitted to County Auditor by September 22 (will change for 1998).
3. Self-evaluation forms distributed to library staff for branches which choose to evaluate staff at the end of the year.

October

1. Director distributes list of ensuing years' holidays.
2. Nominating committee prepares slate of officers for following year.
3. Hearing of ensuing year's budget by State Board of Tax Commissioners (usually attended by Director, Administrative Assistant. Board members may also attend.)
4. ILF District 1 annual meeting is held.

November

1. Nominating Committee presents slate of officers at board meeting.
2. Library receives second installment of Certified Shares (CAGIT)
3. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
4. Assistant treasurer is selected by board.

December

1. Election of officers.
2. Library receives last installment of property, excise & financial institution tax revenues.
3. In even numbered years, librarian may solicit bids on library's insurance.
4. Bond payment due by December 31.
5. Encumbrances must be approved by Board and transfer to LIRF (if any) made.
6. Other fund transfers are made.
7. Set board meeting dates for following year.

JASPER COUNTY PUBLIC LIBRARY

Mission Statement

2000

The mission of the Jasper County Public Library is to strive to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning and love of reading.

Our Values

Our values tell others HOW we conduct business. Our values may be spoken, written, passed on by others, or they may be communicated by our actions.

1. We provide prompt, friendly service with a welcoming smile.
2. We encourage and support the highest levels of personal initiative and professional development. We are thus committed to staff education and staying up-to-date.
3. We foster and support teamwork, cooperation and involvement at all levels of the organization. We communicate openly and candidly to promote a diversity of thought and "win-win" solutions. Staff treat each other with respect and integrity and work as a team with the board.
5. Children are treated with the same respect as are adults.
6. No inquiry is considered "stupid". The patron should leave the library satisfied.
7. We provide information expressing all viewpoints.

Role

The Library provides district residents with easy in-house access to the most-wanted print and non-print materials, as defined by public demand and professional assessment of future needs. It provides rapid access to lesser-used materials not held in-house, including access to the Internet.

The Library offers easily-accessed facilities providing convenient hours and adequate space for materials, for programming, and for quiet study.

The Library provides public service programs that meet the varied needs and wants of its district residents, both present users and non-users.

The Library employs competent, creative and well-educated staff to encourage and assist district residents to make full use of the library's materials, programs, and facilities. The Library fosters staff development by providing for creative challenges, financial remuneration, continuing education and personal growth.

The Library endeavors to secure the funding to provide quality library service to the entire library community by whatever productive methods are necessary to attain it.

The Library enters into cooperative ventures with other libraries to provide better library service to its district's residents.

Adopted 1/17/95; revised 1/97; reviewed 1/2000

JAN.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, January 8, 2001 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of December 11th and 27th meetings (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Annual Salary Ordinance (R 7)
- D. Policy review (R 15)
- E. Workshop approval (R 15)
- F. Concurrence with transfers and encumbrances approved at Dec. 27 board meeting

General Business

- | | |
|---|-------------|
| A. Annual Reports: Technical Services Librarian & Systems Administrator | Information |
| B. Board notebooks: review | Information |
| C. DeMotte building problems (R16 - 17) | Discussion |
| D. Wheatfield Library building project (R 16) | Discussion |
| E. Board committee appointments | Information |

Director's Report (R 15-R 18)

Discussion

Items for future Agendas

Public Forum

Adjournment

Meeting of the Board of Finance

- | | |
|--|-------------|
| A. Election of board of finance officers (R 18) | Action |
| B. Designation of newspapers for public notices (R 18) | Action |
| C. Annual financial report (R 13) | Information |
| D. Annual accounting practices (R 11) | Action |
| E. Adjournment | Action |

Minutes December 27, 1999
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Mari Anne Sayler, Anne-Marie Egan, Sue Deardorff, Tim Schultz (speaker phone), Lynn Daugherty.

The board met and approved bills on a motion by M.A. Sayler, seconded by S. Deardorff. They approved Operating Fund transfers of \$5,133.66 and 2000 encumbrances of \$23,068.45 on motions by S. Deardorff, seconded by M.A. Sayler.

With no further business, the meeting adjourned at 9:10 AM on a motion by M. A. Sayler, seconded by S. Deardorff.

M.A. Sayler
Attest: M.A. Sayler

Sue Deardorff
S. Deardorff, Secretary

MinutesDecember 12, 2000
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Lynn Daugherty, Mark Heinig III, Mari Anne Sayler, & Gail Jung. **Absent:** Joan Floyd, Tim Schultz

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by S. Deardorff, the Agenda and Consent Agenda items including the November Minutes and Financial Reports, 2001 Board Meeting Dates, and LIRF Transfer were approved unanimously.

HVAC: Precision Control guaranteed that the Monday morning startup time and the insulation in air handler shall be rectified at no additional cost before the next cooling season. Escrow money has been released.

Cost estimates by Precision Control on SIECO's recommendations of heating system at DeMotte can be expected by December 20. If everything seems in order and as recommended, Lynn will authorize them to go ahead with the work.

Wheatfield Library Needs Assessment: The director will investigate the costs for a professional feasibility study and what it encompasses. The survey of the KV School parking lots will be studied to determine the number of lots that would be needed for library expansion.

Wheatfield Library Hours: The board voted to approve the changes in hours for Fridays and Saturdays from 9:30-5:30 to 9:00-5:00 at the Wheatfield Library on a motion by S. Deardorff, second by M. Crawford.

2001 Board Officers: M. Sayler moved to accept the slate of officers as presented. Motion seconded by M. Heinig. Motion carried. New officers are A-M Egan, President; J. Floyd, Vice-president; S. Deardorff, Secretary; M. Heinig III, Treasurer.

Migration Update: Four proposals have been received, all of which were solicited. Bids will be narrowed down on December 14, 2000 to two. These vendors may be re-invited in January to demonstrate their system's capabilities, answer questions, and provide any absent documents.

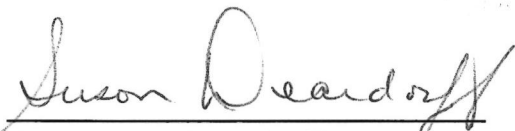
Year-end Board Meeting: Scheduled for Wednesday, December 27th, at 9:00 AM in the Rensselaer Meeting Room.

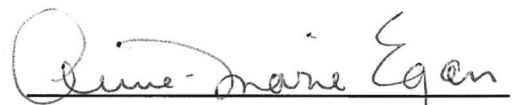
Fund-Raising Committee: On January 8th at 5:00 the Fund-Raising Committee (M. Crawford, M Heinig, A-M Egan, L. Daugherty, Patty Stringfellow) shall meet prior to the Board Meeting at the Rensselaer Library. Pizza will be ordered in.

Standing Committees (2001): Board members are asked to let the President know before the January meeting if they have a specific committee assignment preference.

Future Agendas: A refresher on budget formation, finances, tax revenues.

With no other business to discuss, the meeting adjourned at 8:19 PM on a motion by M. Crawford, seconded by M. Sayler.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

December 2000

DEMOTTE

RENSSELAER

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

**Total
Circ.**

Fiction	64	1,486	11	0	1,918	29	0	638	4,042
Nonfiction	91	868	26	23	1,000	24	2	343	2,211

Fiction	46	1,332	4	40	1,605	5	3	501	3,438
Nonfiction	1	337	1	2	526	1	0	104	967

Magazines, Adult	467		304	154	925
Magazines, Child	47		16	18	81
Graphic Mat'l	0	16	0	0	0
Internet Use	116		383	48	547
Microforms					0

Sound Rec/' Adult			238		10	419	1	0	152	809
Sound Rec/' Child			70			77			19	166
Online Databases										
CD ROM software			58			109			41	208
Software										
Vertical Files	1		33	1		36			1	70
VHS/DVD	2		588	5		1,444	3	0	420	2,452
Equipment			0			0			0	0
TOTAL	205	0	5,640	48	91	7,837	63	5	2,439	15,916

DEMOTTE

RENSSELAER

Total Materials Owned	48,892	58,714	26,063
Daily Average Circulation	235	327	102
Percent Increase/Decrease	-6.0%	7.9%	-20.0%

[illegible]

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	1999	2000	% change
Circulation	16,312	15,916	-2.4%
Jan. to date circulation	274,569	270,873	-1.3%

CIRCULATION BY ITEM FINE CODE
December 2000

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	25	40	14	79
100 (1)	36	45	21	102
200 (2)	51	48	23	122
300 (3)	115	157	39	311
400 (4)	1	21	8	30
500 (5)	30	29	10	69
600 (6)	264	257	124	645
700 (7)	159	132	47	338
800 (8)	9	26	6	41
900 (9)	78	126	19	223
B (10)	46	72	18	136
j000 (11)	5	4	5	14
j100 (12)	0	4	0	4
j200 (13)	4	23	4	31
j300 (14)	44	89	18	151
j400 (15)	3	11	1	15
j500 (16)	66	101	13	180
j600 (17)	46	72	24	142
j700 (18)	77	92	24	193
j800 (19)	17	11	2	30
j900 (20)	55	105	6	166
jB (21)	20	14	7	41
FIC (22)	1092	1172	496	2760
yaFIC (23)	26	81	23	130
LARGE PRINT (24)	51	61	6	118
jFIC (25)	163	271	49	483
jE (26)	726	911	366	2003
jER (27)	249	184	57	490
Magazines (28)	467	304	154	925
Games/Toys (29)	0	0	0	0
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	0	1	0	1
jCassettes (33)	9	19	4	32
Compact Discs (34)	135	229	102	466
jCompact Discs (35)	11	2	2	15
Sound Recordings (36)	103	189	50	342
jSound Recordings (37)	50	56	13	119
CD ROM Software (38)	58	109	41	208
Vertical File (39)	33	36	1	70
Equipment (40)	0	0	0	0
yapFIC (41)	63	120	27	210
jpFIC (42)	194	239	29	462
Reference (43)	53	47	14	114
Genealogy (44)	0	0	0	0
jMagazines (45)	47	16	18	81
VHS (46)	579	1370	401	2350
Computer software (47)	0	0	0	0
Internet usage (49)	116	383	48	547
Textbooks (50)	1	0	0	1
Professional Collect.(51)	0	0	0	0
DVD (52)	0	0	0	0

Express books (53)		92		92
Free reads	254	386	86	726
Puzzles				0
Talking books		6		6
Assignment shelf books				0
TOTAL	5640	7837	2439	15916

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2000

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS	
	Hrs.		Hrs.		Hrs.		SPENT	
INTRALIBRARY LOANS FILLED	120	26	53	11	120	26	293	63
LOCAL HISTORY								
In person	2	1	8	2	0	0	10	3
Letters written	0	0	10	10	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	13	1	25	2	0	0	38	3
VCR Use	1	0	0	0	1	0	2	0
Microforms	0	0	40	5	0	0	40	5
CD ROM/Online databases used	12	1	61	5	7	1	413	34
Typewriter use	3	0	0	0	0	0	3	0
Other equipment used	12	4	0	0	0	0	12	4
Dial-in OPAC access							0	
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	41	27	0	0	43	29
Notarized documents	0	0	4	1	0	0	4	1
Meeting Room Use (no. of groups)	44	15	14	5	16	5	74	25
Study room use	19	2	7	1	0	0	26	2
INTERLIBRARY LOANS								
Requests made for:	52	13	67	17	15	4	134	34
Items rec'd for:	53	27	43	22	14	7	110	55
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Borrowers--Start of month:	7692	7943	3100	18735
Borrowers--End of month:	7713	7986	3109	18808
Non-resident, paying	2	6	0	8
PLAC card users	0	2	0	2
Reciprocal borrowers	199	132	6	337

PROGRAMS

Programs for all ages	0	2	12	0	2	12		
Children's Programs (0-13)	12	72	4	24	9	54	25	150
Number attending	206		49		120		375	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending			4				4	
Adult Programs	0	0	4	24	1	6	5	30
Number attending	24		46		17		87	
Senior Citizen Programs	2	12	1	6	0	0	3	18
Number attending	6		6		3		15	
Total Number of Programs	14	84	11	66	10	60	35	210
Total Persons Attending	236		105		140		481	
Total Attending Same Month Last Yr.	338		205		115		658	
Total Staff Hours Spent		174		174		103		479
Hours Spent Same Month last year		182		144		91		417

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	913	17.2%	1205	16.3%	363	15.5%	2481	16.5%
Adult Female (1)	3212	60.5%	3747	50.8%	1332	56.9%	8291	55.2%
Juvenile 0-11 (2)	589	11.1%	802	10.9%	175	7.5%	1566	10.4%
YA 12-17 (3)	192	3.6%	394	5.3%	49	2.1%	635	4.2%
Nonresident No Fee (4)	55	1.0%	224	3.0%	113	4.8%	392	2.6%
Board/Staff (5)	145	2.7%	625	8.5%	237	10.1%	1007	6.7%
School (6)	3	0.1%	20	0.3%	0	0.0%	23	0.2%
St. Joseph College (7)	0	0.0%	113	1.5%	2	0.1%	115	0.8%
State Library Card (8)	2	0.0%	0	0.0%	1	0.0%	3	0.0%
Nonresident Fee (9)	1	0.0%	13	0.2%	0	0.0%	14	0.1%
Corporate (10)	0	0.0%	78	1.1%	50	2.1%	128	0.9%
Reciprocal (11)	194	3.7%	154	2.1%	17	0.7%	365	2.4%
Total	5306		7375		2339		15020	
Total items borrowed by nonresidents	255	4.8%	524	7.1%	133	5.7%	912	6.1%

Salary Ordinance 2001

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked	Start Date
Beedle, Marlene	Specialist 1	\$11.30	\$18,803.20	32 D	1/8/92
Brown, Glenda	Specialist 2	\$12.00	\$24,960.00	40 R	4/25/88
Carr, Renee	Specialist 1	\$11.80	\$19,635.20	32 D	2/1/90
Cavinder, Rachael	Lib. Asst 2	\$10.00/\$10.50	\$18,963.00	36 D	4/93;6/5/00
Cly, Chris	Clerk	\$7.75	\$10,881.00	27 R	9/1/99
Daugherty, Lynn	Director	\$22.70	\$47,216.00	40 R	1/17/83
Evers, Jennifer	Librarian 3(Tech)	\$15.75	\$32,760.00	40 R	12/15/98
Fagen, Charlotte	Specialist 3	\$13.20	\$24,024.00	35 D	9/1/83
Feicht, Emily	Page	\$5.80	\$3,016.00	10 R	3/24/99
Filson, Stephanie	Lib Asst II	\$10.50	\$21,840.00	40 R	1/2/96
Gibson, Rebecca	Specialist 3	12.2/12.70	\$25,896.00	40 D	7/17/00
Greaney, Karen	Page	5.60/5.70/5.80	\$2,985.10	10 R	9/5/00
Hall, Melissa	Page	5.60/5.70/5.80	\$2,985.10	10 D	8/21/00
Hesterman, Sandi	Lib Asst I	\$9.75	\$14,196.00	28 W	6/17/96
Hopkins, Samantha	Page	\$5.80	substitute	R	9/1/99
Howard, Rose	Janitor	\$11.50	\$15,548.00	26 D,W	6/28/86
Jung, Gail	Admin. Asst	\$13.75	\$28,600.00	40 R	8/17/92
Kooy, Diana	Librarian I	\$14.50	\$27,144.00	36 W	5/6/88
Kros, Diane	Specialist 3	\$12.70	\$23,774.40	36 W	8/20/85
Kupke, James	Page	5.70/5.80	\$3,016.00	10 R	4/18/00
Maxwell, Sheila	Systems Admin.	\$17.25	\$35,880.00	40 R	7/21/97
Mays, Kris	Lib. Asst 1	\$9.75	\$20,280.00	40 R	2/11/97
Opolski, Diane	Library Asst 1	\$9.75	\$16,224.00	32 W	12/18/95
Plant, Nathan	Clerk	\$7.75	\$4,030.00	10 R	1/20/98
Rhoades, Richard	Janitor/Maint	\$10.00	\$3,120.00	6 D	1/1/01
Rusher, Lisa	Lib. Asst II/Bkpr	\$10.50	\$21,840.00	40 R	8/21/95
Salzer, Beth	Clerk	\$7.25	\$3,770.00	10 R	3/6/00
Saxon, Jackie	Librarian 1	\$14.00	\$29,120.00	40 R	5/21/96
Schulenberg, Sharon	Spec. Serv Lib	\$13.70	\$24,934.00	35 R	11/11/68
Speacht, Nanette	Clerk	7.00/7.25	\$5,557.50	15 W	5/2/98
Standish, Jack	Janitor/Maint	\$11.50	\$17,342.00	29 R	1/17/94
Stringfellow, Patricia	Libn 3	\$14.25	\$29,640.00	40 R	5/12/97
Stubblefield, Vickie	Lib. Asst 1	7.50/7.75	\$15,990.00	40 D	Sep-00
Tachtiris, Jill	Specialist 2	\$12.00	\$24,960.00	40 D	8/22/84
Thompson, Linda	Lib. Asst I	\$8.75	\$9,100.00	20 W	5/13/97
Vis, Virginia	Janitor	\$9.75	\$6,084.00	12 D,W	7/23/96
Vis, Virginia	Clerk	\$6.75	\$7,176.00	20 D	7/23/96
Weed, Kathryn	Librarian 2	\$13.25	\$27,560.00	40 R	2/22/99
Whited, Amber	Lib. Asst 1	\$10.25	\$21,320.00	40 R	3/14/90
Whitlow, Emily	Floater/Lib Asst I	\$9.15	\$11,895.00	25 D,R,W	9/13/99
Woodruff, Cortny	Page	\$5.80	\$3,016.00	10 R	2/23/00
Woods, Peggy	Specialist 2	\$11.50	\$23,920.00	40 R	2/1/94
Wynkoop, Dana	Page	5.60/5.70/5.80	\$2,990.00	10 D	8/7/00
	Page (added hrs)	\$5.80	\$874.64	2.9 D,R,W	
TOTAL			\$732,866.14		

We have examined and approved the year 2001 Jasper County Public Library Salary Ordinance on the previous page, totaling \$732,866.14. Dated January 8, 2001

Marianne Sayler

Susan Deardorff

Mike Hing

Celine-Marie Egan

Timothy M. Schultz

Jan A. Floyd

MEMORANDUM

Salary Ordinance 2001

Summary: A number of changes have been made for the new year. Some were additional hours or changes in classification approved when the Salary Classifications were changed last April or when the 2001 budget was approved last September:

Marlene Beedle and Renee Carr, DeMotte, are promoted from Library Assistant II to Specialist I.

Charlotte Fagen and Diane Kros, Children's Specialists, move to new Specialist III classification. Glenda Brown, Peggy Woods and Jill Tachtiris move from Specialist I to II.

Sandi Hesterman, Wheatfield, adds 4 hrs per week. Linda Thompson, Wheatfield, adds 4 hrs per week and moves from Clerk to Library Assistant I. Nanette Speacht, Wheatfield, adds 4 hours per week and moves from Page to Clerk.

Ginger Vis, janitor at DeMotte and Wheatfield, and DeMotte Page, takes the new 16 hour per week DeMotte clerk position. She retains her 12 hours as janitor. A DeMotte page will be hired to fill the 10 hour position Ginger vacated.

Other changes were not planned:

Charlotte Fagen, DeMotte, requested and was granted a reduction in hours from 40 to 35 hours. Emily Whitlow, our "floater", will add 5 hours as a Library Assistant I at DeMotte, and work circulation desk hours that Charlotte would normally have worked.

Rachael Cavinder, DeMotte, requested and was granted a reduction in hours from 40 to 36, to spend more time with her new baby. Ginger Vis will add 4 hours to her 16 hours as a clerk to make up for the loss of Rachael's 4 hours.

Rose Howard, DeMotte and Wheatfield janitor, requested and was granted a reduction in hours from 32 to 26. Richard Rhoades who has been working as needed as a handyman at DeMotte will work 6 hours per week at DeMotte as janitor/maintenance.

And, Stephanie Filson, Library Assistant II, Technical Services, has requested and was granted a reduction in hours from 40 to 24, in order to begin school to train as a radiologic technician (we think). Jen will hire a Library Assistant I for 16 hours to fill the position.

MEMORANDUM

Library Use 2000: How Did We Do?

Summary: Except at Rensselaer, circulation (materials checked out to patrons) was down 1.3% this year from the previous year. Rensselaer's circulation was up 1.9% from 1999! In previous years, we have been able to go against the prevailing trend in public libraries and increase our circulation overall at least a little over the past year. Wheatfield's 7.2% decrease in circulation could well have been caused by our decision to spend more money on nonfiction adult books this year, to update the collection, and less on fiction. We will spend more on fiction this year.

Staff hours spent in direct public service (other than checking materials in and out) was down about 3,000 hours (from 21,000 to 18,000 hours).

Discussion: The biggest decrease in staff hours came from a huge drop (2,238 hours) in phone and in-person reference questions at DeMotte. Perhaps this was due to DeMotte's working with one less staff person for the first 7 months of the year, until Rebecca was hired to replace Leanne York? Still, the DeMotte staff has strong reference skills, so I am not sure this is the answer. This is a statistic we would like to improve in 2001.

We also spent 847 hours less at DeMotte and Rensselaer making copies for patrons on our staff copiers. This is good. We think this is because we purchased new public copiers in late 1999. Patrons are pleased with the quality of the copies they can make for themselves without staff assistance.

Because we no longer send personal faxes for patrons, we saved 144 staff hours there.

While we did a little less intralibrary loaning of materials (loaning from one branch to another) than in 1999, our interlibrary loan activity went up both at DeMotte, and more significantly, at Rensselaer. We spent 182 more hours obtaining books for patrons from other libraries across the country. This is an important service, since no library can have all the materials needed to meet the needs of patrons. It is good that patrons can successfully request materials from elsewhere.

In programming, we were fairly consistent from 1999 to 2000. Even at Rensselaer, where the total number of programs (and therefore, the number of staff hours) was down a little from the previous year, attendance was up by about 500 over 1999. If we can attract more people, while offering fewer

programs, that is efficient use of staff time! I thought it was significant that all three libraries increased their Senior Citizen programming this year.

We had a 50% increase in the number of letters sent by Glenda in response to requests for genealogical or local history information. Glenda attributes this to email requests for information which come through our library web pages.

We had a big increase in the amount of CD ROM/online database use, mainly because we have been able to tally use more accurately in the last few months of 2000.

Walking Books is a service in which we take books, videos, etc. to shut-ins. Use of this service has increased at DeMotte (23 hours of staff time instead of 6 in 1999). At Rensselaer we have seen a huge increase in use of this service. We have spent 170 staff hours, up from 35 hours in 1999.

Meeting room use by the public is up especially at Wheatfield, but down somewhat at Rensselaer.

In general, we use our public service staff hours as follows:

- | | |
|-------|---|
| 57.7% | Getting books and information to patrons. This includes intralibrary loan and interlibrary loan, answering reference questions, local history questions, walking book service |
| 23.2% | Programming for all ages |
| 2.3% | Helping patrons use hardware/software to get needed information |
| 16.9% | Other activities including answering directional questions, scheduling the meeting and study rooms, notarizing documents, making copies, distributing tax forms |

**ACCOUNTING PRACTICES
FOR
Year 2001**

Italicized portions of this document represent changes from Year 2000 Accounting Practices.

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) will be separately invested and interest credited to LIRF.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer.

DeMotte State Bank and Peoples State Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Peoples State Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay certain bills when necessary between board meetings. These bills will be utility bills, conference fees, insurance premiums, newspaper subscriptions, *credit card payments which would otherwise incur late charges*, and payroll and withholding deduction checks.

Mileage will be paid at the IRS approved rate.

The Library will pay \$189.13 per month of an eligible employee's health insurance premium through Anthem Blue Cross/Blue Shield and all but \$1.00 of the accompanying life insurance policy for all eligible employees.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. (per board decision 8/2000)

Director's Financial Report 2000

Year 2000 shows an ending 'All Funds' balance of \$740,900.76. This is substantially larger as a result of our Capital Projects Fund.

Actual Operating Fund receipts for 2000 surpassed our estimate by \$63,077 (mostly in interest earnings and license excise revenue). We spent 92.4% of our Operating Fund budget that included encumbrances of \$23,068.45. Our receipts were \$53,737.01 more than expenditures for 2000. Had we not encumbered funds, the expenditures would be even less.

We invest in CD's whenever possible. Most of the remainder of our funds is invested in a repurchase account currently earning at a rate of 5.27%, up from the beginning year's earnings of 4.65%. The rate can fluctuate day by day.

The 2000 CD rates ranged from 5.31% to 6.75%. We invested a total of \$1,942,000 in 2000. We presently have \$600,000 still invested. Our CD Investments that **matured** this year earned \$21,992.37. Of this amount \$ 3065.77 was credited toward CPF, leaving \$18,926.60 CD interest gain to Operating Fund. Additional interest from repurchase and interest bearing checking accounts generated \$7274.15 in the Operating fund. LIRF earned at an average rate of 4.7% giving us \$3232.71 in interest. The total interest earned for all funds is \$32,499.23.

The library has a healthy beginning balance for 2001 Operating Fund of \$458,635.22. This will give us approximately 4 months cash flow, allowing us to operate until 2001 CAGIT money arrives in early May.

JCPL FINANCIAL STATEMENT

DECEMBER 30, 2000

	<u>Beginning 2000 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$381,829.76	\$115,779.12	\$1,229,340.61	\$155,977.57	\$1,306,146.07	\$458,635.22
Includes Investments of: \$352,614.80						
Public Library Access Card Fund	\$46.00	\$0.00	\$70.00	\$0.00	\$96.00	\$72.00
Gift Fund	\$3,210.96	\$316.95	\$3,057.22	\$0.00	\$5,270.71	\$5,424.45
DeMotte	\$460.47	\$35.96	\$526.94	\$0.00	\$1,118.28	\$1,051.81
Rensselaer	\$2,005.01	\$280.99	\$1,914.33	\$0.00	\$3,646.14	\$3,736.82
Wheatfield	\$745.48	\$0.00	\$615.95	\$0.00	\$506.29	\$635.82
Library Improvement Reserve Fund	\$78,696.30	\$0.00	\$61,015.00	\$1,959.28	\$5,097.16	\$22,778.46
Bond & Interest Redemption Fund	\$82,421.37	\$354,200.00	\$433,950.00	\$80,655.87	\$435,025.28	\$83,496.65
Includes Investments of: \$83,496.00						
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$32,163.53	\$163,889.20	\$163,889.20
Includes Investments of: \$163,889.20						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,020.72	\$0.00	\$1,020.72	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,376.20	\$65,417.08	\$5,376.20	\$65,417.08	\$0.00
FICA Tax Collected	\$0.00	\$4,007.08	\$48,636.22	\$4,007.08	\$48,636.22	\$0.00
State Tax Collected	\$1,609.17	\$1,867.66	\$21,401.63	\$1,740.67	\$21,533.13	\$1,740.67
County Tax Collected	\$451.51	\$512.93	\$5,817.49	\$468.08	\$5,834.06	\$468.08
IN Deferred Comp.	\$0.00	\$2,584.70	\$30,210.45	\$2,584.70	\$30,210.45	\$0.00
#125 Plan	\$0.00	\$1,426.07	\$15,223.88	\$1,426.06	\$15,223.88	\$0.00
Employee Health Insur.	\$0.00	\$1.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$3,747.31	\$0.00	\$16,032.49	\$1,368.48	\$16,471.21	\$4,186.03
Credit Union	\$0.00	\$50.00	\$1,600.00	\$50.00	\$1,600.00	\$0.00
TOTAL ALL FUNDS.....	\$552,222.38	\$486,121.71	\$1,932,801.79	\$287,777.52	\$2,121,480.17	\$740,900.76

Bank Balances
Jasper County Public Library
Report as of: 12/30/2000

<i>Bank</i>		
1	Peoples State Bank	\$116,280.57
2	Demotte State Bank	\$1,631.73
3	Lafayette Bank & Trust-LIRF	\$22,778.46
4	Cash on Hand	\$210.00
5	Laf. Bank & Trust CD#5166746	\$0.00
6	Laf.Bank & Trust CD#8068372	\$0.00
7	Peoples State Bk.CD#3001873	\$0.00
8	Laf.Bank & Trust CD#8070026	\$0.00
9	Rens. Bank'g Ctr. CD#400037036	\$0.00
10	Rens. Bank'g Ctr. CD#400037127	\$0.00
11	Civitas CD#7152001181	\$0.00
12	Civitas CD#7152001182	\$0.00
13	Civitas CD#7152030051	\$0.00
14	Rens. Bank'g Ctr. CD#400037126	\$100,000.00
15	Rens. Bank'g Ctr. CD#400037128	\$200,000.00
16	Rens. Bank'g Ctr. CD#400037161	\$200,000.00
17	Rens. Bank'g Ctr. CD#400037160	\$100,000.00
<i>Total all banks =</i>		<i>\$740,900.76</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.581	OPER	11/13/2000		
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.551	OPER	11/13/2000		
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.311	CPF	12/27/2000	\$3,164.07	
				\$63,889.20		CPF		\$983.20	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,094.50</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.311		12/27/2000	\$3,077.70	

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
				\$76,000.00		Operating			
				<u>\$67,000.00</u>		BIRF			
07-Jan-00	7152030051	Civitas	10 day	\$143,000.00	5.12		28-Dec-99	\$203.38	
14-Jan-00	7152001181	Civitas	59 day	\$120,000.00	5.14	Operating	16-Nov-99	\$1,010.87	
				\$185,000.00		Operating			
				<u>\$15,000.00</u>		BIRF			
14-Feb-00	7152001182	Civitas	90 day	\$200,000.00	5.19		16-Nov-99	\$2,595.01	
				\$185,000.00		OPER			
				<u>\$15,000.00</u>		BIRF			
03/15/2000	5166746	Laf. Bank & Trust	30 day	\$200,000.00	5.7		02/14/2000	\$936.98	
				\$178,000.00		Operating		\$5,188.08	
				\$154,950.00		BIRF			BIRF Interest goes to Oper. Fund
				<u>\$27,050.00</u>		CPF		<u>\$421.50</u>	
08/09/2000	8068372	Laf. Bank & Trust	91 day	\$360,000.00	6.25		05/10/2000	\$5,609.58	
				\$122,526.00		BIRF(int-OPER)		\$1,333.25	
				<u>\$27,474.00</u>		CPF		<u>\$298.96</u>	
10/10/2000	400037036	Rens. Bank'g Ctr	61 day	\$150,000.00	6.511		08/10/2000	\$1,632.21	
10/16/2000	3001873	Peoples State Bank	122 day	\$120,000.00	6.66	Operating	06/16/2000	\$2,671.30	
				\$285,640.00		BIRF(int-OPER)		\$1,802.55	
				<u>\$76,360.00</u>		CPF		<u>\$481.87</u>	
12/18/2000	400037127	Rens. Bank'g Ctr	35 day	\$362,000.00	6.581		11/13/2000	\$2,284.42	
				\$23,425.00		Operating		\$3,185.18	
				\$71,210.00		BIRF			BIRF Interest goes to Oper. Fund
				<u>\$55,365.00</u>		CPF		<u>\$1,863.44</u>	
15-Dec-00	8070026	Laf. Bank & Trust	182 day	\$150,000.00	6.75%		06/16/2000	\$5,048.62	
TOTAL								\$21,992.37	

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 12/01/2000 To 12/30/2000*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$45,656.00	\$0.00	\$45,656.00	\$3,804.66	\$45,612.59	\$43.41	99.9
1.12 SALARY OF ASSISTANTS	\$597,581.00	\$0.00	\$597,581.00	\$47,067.02	\$568,874.73	\$28,706.27	95.2
1.13 WAGES OF JANITORS	\$39,608.00	\$0.00	\$39,608.00	\$2,932.99	\$36,496.27	\$3,111.73	92.1
1.21 EMPLOYER'S SHARE-FICA	\$52,238.00	\$0.00	\$52,238.00	\$4,007.08	\$48,636.22	\$3,601.78	93.1
1.22 UNEMPLOYMENT COMPENSAT	\$2,511.00	\$0.00	\$2,511.00	\$0.00	\$2,037.34	\$473.66	81.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$30,396.00	\$0.00	\$30,396.00	\$0.00	\$27,745.11	\$2,650.89	91.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$29,130.00	\$0.00	\$29,130.00	\$2,129.09	\$24,487.27	\$4,642.73	84.1
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$280.00	\$1,220.00	18.7
Subtotal	\$798,620.00		\$798,620.00	\$59,940.84	\$754,169.53	\$44,450.47	94.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$1,000.00	\$0.00	\$1,000.00	\$112.55	\$447.84	\$552.16	44.8
2.12 STATIONERY AND PRINTING	\$700.00	\$0.00	\$700.00	\$250.25	\$289.15	\$410.85	41.3
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$3.00	\$6,203.00	\$1,117.03	\$5,465.68	\$737.32	88.1
2.21 CLEANING & SANITATION SUP	\$3,400.00	\$701.68	\$4,101.68	\$170.53	\$4,101.68	\$0.00	100.0
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$8.27	\$8.27	\$3.00	\$8.27	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$5,600.00	(\$709.95)	\$4,890.05	\$247.94	\$3,388.90	\$1,501.15	69.3
2.31 BUILDING MATERIALS & SUPP	\$1,100.00	\$0.00	\$1,100.00	\$151.49	\$904.83	\$195.17	82.3
2.32 PAINT AND PAINTING SUPPLIE	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$500.00	\$0.00	\$500.00	\$407.99	\$454.25	\$45.75	90.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
2.41 LIBRARY SUPPLIES	\$4,300.00	\$38.40	\$4,338.40	\$414.96	\$4,246.63	\$91.77	97.9
2.42 AUTOMATION SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$1,687.10	\$2,812.90	37.5
Subtotal	\$27,450.00	\$41.40	\$27,491.40	\$2,875.74	\$20,994.33	\$6,497.07	76.4
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$17,450.00	\$17,450.00	\$439.50	\$10,708.56	\$6,741.44	61.4
3.12 ENGINEERING & ARCH. SERVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,000.00	\$888.00	\$1,888.00	\$0.00	\$1,888.00	\$0.00	100.0
3.14 OTHER PROFESSIONAL SERVI	\$6,000.00	(\$888.00)	\$5,112.00	\$0.00	\$4,397.60	\$714.40	86.0
3.21 TELEPHONE	\$9,000.00	\$0.00	\$9,000.00	\$174.91	\$4,842.29	\$4,157.71	53.8
3.22 POSTAGE	\$5,300.00	\$0.00	\$5,300.00	\$270.22	\$3,576.81	\$1,723.19	67.5
3.23 TRAVELING EXPENSE	\$7,000.00	\$1,428.88	\$8,428.88	\$547.79	\$8,428.88	\$0.00	100.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$731.79	\$8,731.79	\$207.98	\$8,731.79	\$0.00	100.0
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$10,000.00	(\$3,535.71)	\$6,464.29	\$0.00	\$3,600.96	\$2,863.33	55.7
3.31 ADVERTISING & PUBLIC NOTIC	\$1,500.00	\$443.00	\$1,943.00	\$171.72	\$1,943.00	\$0.00	100.0
3.32 OTHER PRINTING	\$350.00	\$8.30	\$358.30	\$0.00	\$358.30	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$55.00	\$305.00	\$150.00	\$305.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$11,451.00	\$0.00	\$11,451.00	\$0.00	\$10,663.00	\$788.00	93.1
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$5,507.46	\$21,432.46	\$4,567.54	82.4
3.52 ELECTRICITY	\$47,000.00	\$0.00	\$47,000.00	\$5,191.60	\$44,243.24	\$2,756.76	94.1
3.53 WATER	\$900.00	\$0.00	\$900.00	\$99.45	\$878.60	\$21.40	97.6
3.54 WASTE DISPOSAL SERVICES	\$2,350.00	\$0.00	\$2,350.00	\$171.86	\$2,234.77	\$115.23	95.1
3.61 BUILDING & STRUCTURES	\$45,000.00	\$2,019.55	\$47,019.55	\$5,933.95	\$46,799.57	\$219.98	99.5
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$528.49	\$2,192.13	\$3,807.87	36.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$163.40	\$443.40	\$9.95	\$443.40	\$0.00	100.0
3.91 DUES	\$2,900.00	\$0.00	\$2,900.00	\$0.00	\$2,435.22	\$464.78	84.0
3.92 INTEREST ON TEMPORARY LO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$135.61	\$135.61	\$0.00	\$135.61	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$30,000.00	(\$17,450.00)	\$12,550.00	\$5,450.00	\$12,550.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP	\$500.00	\$0.00	\$500.00	\$0.00	\$492.76	\$7.24	98.6
3.98 MAINTENANCE/SERVICE CONT	\$46,200.00	\$6,934.28	\$53,134.28	\$11,683.58	\$40,271.78	\$12,862.50	75.8
Subtotal	\$267,201.00	\$8,384.10	\$275,585.10	\$36,538.46	\$233,553.73	\$42,031.37	84.7
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$16,000.00	\$6,973.62	\$22,973.62	\$6,174.38	\$20,124.94	\$2,848.68	87.6
4.51 BOOKS	\$150,000.00	\$63.63	\$150,063.63	\$7,458.15	\$132,714.63	\$17,349.00	88.4
4.52 PERIODICALS & NEWSPAPERS	\$23,500.00	\$0.00	\$23,500.00	\$409.40	\$21,718.59	\$1,781.41	92.4
4.53 NONPRINTED MATERIALS	\$55,000.00	\$2,899.56	\$57,899.56	\$2,382.15	\$46,064.86	\$11,834.70	79.6
Subtotal	\$244,500.00	\$9,936.81	\$254,436.81	\$16,424.08	\$220,623.02	\$33,813.79	86.7
Grand Total	\$1,337,771.00	\$18,362.31	\$1,356,133.31	\$115,779.12	\$1,229,340.61	\$126,792.70	90.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/03/2000	100	4.4	\$119.00	Encumbered 1999 Appropriation per Board Approval-12/27
01/12/2000	100	3.61	\$2,019.55	Ins. Claim-Prism Painting -A/P #40
05/04/2000	100	4.53	\$510.00	LSTA Grant for Y2K-Salem Press-A/P #297
05/09/2000	100	3.11	\$17,450.00	Per Board Mtg. Approval, 5/8/00
05/09/2000	100	3.94	(\$17,450.00)	Per Board Mtg. Approval, 5/8/00
05/09/2000	100	3.24	\$5.00	Refund-attendee cancelled, ILF A/P #324
06/13/2000	160	4.4	(\$70,000.00)	Board Approved Change per 6/12/00 Mtg.
06/27/2000	100	4.53	\$2,308.45	Grant Reimbursement-A/P #578 (Tally Systems) & #475 (T
07/10/2000	100	4.51	\$48.50	Incolsa refund to wrong library. Resent amt to Concordia
07/11/2000	130	3.61	\$20,000.00	Per Board Resolution 7/10/00
07/11/2000	130	4.4	(\$20,000.00)	Per Board Resolution 7/10/00
07/17/2000	100	3.93	\$135.61	Refunded late penalty fee. A/P #481 US Treasury
07/19/2000	100	4.53	(\$5.00)	Rebate on videos. A/P #339 Best Buy.
07/27/2000	100	4.4	\$1,878.01	Grant Reimbursement-A/P #222,303,#475 (Think Tank) & #
07/27/2000	100	3.98	\$6,126.29	Grant Reimbursement-A/P #579 (ThinkTank)
07/31/2000	100	4.51	\$15.13	Overpayment refunded-A/P #427-Boy Scouts of America
08/15/2000	160	4.4	\$35,000.00	Per Board Resolution 8/14/00
08/15/2000	160	4.53	(\$35,000.00)	Per Board Resolution 8/14/00
09/05/2000	130	3.61	\$25,622.00	Additional Appropriation as approved by SBA.
09/18/2000	100	3.24	\$21.00	Refund-ILF Registration-A/P #764
09/29/2000	100	2.13	\$3.00	Rebate-(Walgreen's)-Petty Cash-A/P #647-Gail Jung
10/30/2000	100	4.4	\$3,001.61	Grant Reimbursement-A/P #751-ThinkTank & #758-MicroW
11/09/2000	100	2.41	\$38.40	INCOLSA Reimbursement-A/P #897 (Daryl's) #908 (GA Fo
11/30/2000	100	4.53	\$76.11	Returned Merchandise Office Depot A/P #460
11/30/2000	100	4.53	\$5.00	Void Entry Error on Change to Approp of 7/19/00-Best Buy
11/30/2000	100	4.53	\$5.00	Correct entry of 7/19/00 Change to Approp.-Best Buy Reba
12/04/2000	100	4.4	\$1,975.00	Grant Reimbursement-Clawson Communications A/P #893
12/11/2000	100	3.24	\$76.65	Reimbursement Pulaski PL Mastercard A/P #1018
12/27/2000	100	2.22	\$8.27	Board Approved 12/27/00
12/27/2000	100	3.14	(\$888.00)	Board Approved 12/27/00
12/27/2000	100	2.23	(\$709.95)	Board Approved 12/27/00
12/27/2000	100	3.98	\$807.99	Board Approved 12/27/00
12/27/2000	100	3.72	\$163.40	Board Approved 12/27/00
12/27/2000	100	3.41	\$55.00	Board Approved 12/27/00
12/27/2000	100	3.32	\$8.30	Board Approved 12/27/00
12/27/2000	100	3.31	\$443.00	Board Approved 12/27/00

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
12/27/2000	100	3.24	\$629.14	Board Approved 12/27/00
12/27/2000	100	3.13	\$888.00	Board Approved 12/27/00
12/27/2000	100	2.21	\$701.68	Board Approved 12/27/00
12/27/2000	100	3.26	(\$3,535.71)	Board Approved 12/27/00
12/27/2000	100	3.23	\$1,428.88	Board Approved 12/27/00

Register of Claims
Jasper County Public Library
Report Date: From 12/01/2000 To 12/30/2000

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	986	INDIANA DEPARTMENT OF RE	GIT TAX COLLECTED	SALARIES AND WAGES	\$1,867.66	12/20/2000	State & County Tax Withheld Nov '00
			COUNTY TAX COLLEC	SALARIES AND WAGES	\$512.93		Verif Code #33, Ref. #61806
							12/4/00 @ 3:43 pm
				Total this claim	\$2,380.59		
0	1051	JASPER COUNTY PUBLIC LIB	CAPITAL PROJECTS I	TRANSFER TO CAPITAL PROJ	\$76,360.00	12/18/2000	CD#400037127 Matured
			RENS & DEM BOND A	TRANSFER TO BIRF	285,640.00		
				Total this claim	\$362,000.00		
0	1052	INTERNAL REVENUE SERVIC	OPERATING FUND	EMPLOYER'S SHARE-FICA	\$1,979.73	12/26/2000	FICA & FED Tax Withheld 25 DEC 00
			FICA TAX COLLECTED	SALARIES AND WAGES	\$1,979.73		Ref # 23172409 (12/19 @ 4:44 pm)
			FIT TAX COLLECTED	SALARIES AND WAGES	\$2,658.54		
				Total this claim	\$6,618.00		
0	1042	PAYROLL	OPERATING FUND	SALARY OF LIBRARIAN	\$1,902.33	12/25/2000	PAYROLL
			OPERATING FUND	SALARY OF ASSISTANTS	\$23,207.41		
			OPERATING FUND	WAGES OF JANITORS	\$1,481.20		
				Total this claim	\$26,590.94		
0	979	PAYROLL	OPERATING FUND	SALARY OF LIBRARIAN	\$1,902.33	12/10/2000	PAYROLL
			OPERATING FUND	SALARY OF ASSISTANTS	\$23,859.61		
			OPERATING FUND	WAGES OF JANITORS	\$1,451.79		
				Total this claim	\$27,213.73		
0	1050	JASPER COUNTY PUBLIC LIB	OPERATING FUND INV	TRANSFER TO OPERATING F	\$23,425.00	12/15/2000	CD #8070026 Matured
			RENS & DEM BOND A	TRANSFER TO BIRF	\$71,210.00		
			CAPITAL PROJECTS I	TRANSFER TO CAPITAL PROJ	\$55,365.00		
				Total this claim	\$150,000.00		
0	1011	JASPER COUNTY PUBLIC LIB	OPERATING FUND	BANK TRANSFERS	\$8,500.00	12/11/2000	Bank Transfer from DeMotte State bank
				Total this claim	\$8,500.00		
0	987	INTERNAL REVENUE SERVIC	OPERATING FUND	EMPLOYER'S SHARE-FICA	\$2,027.35	12/11/2000	Fed & FICA Tax Withheld 10 DEC '00
			FICA TAX COLLECTED	SALARIES AND WAGES	\$2,027.35		Ref #21497473 (3:40- 12/4/00)
			FIT TAX COLLECTED	SALARIES AND WAGES	\$2,717.66		
				Total this claim	\$6,772.36		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19453	980	ANTHEM BLUE CROSS AND B	OPERATING FUND	EMPLOYER'S CONTRIB.- INS.	\$2,032.44	12/10/2000	December Health Premium
			#125 TAX DEFERRED	SALARIES AND WAGES	\$1,426.07		
				Total this claim	\$3,458.51		
19454	981	INDIANA DEFERRED COMPEN	INDIANA DEFERRED	SALARIES AND WAGES	\$1,292.35	12/10/2000	Withheld From Payroll 10 DEC '00 Daugherty, Kooy, Schulenberg, Fagen, Stringfellow, Woods, Maxwell, Weed, Beedle, Jung, Filson
				Total this claim	\$1,292.35		
19455	982	LA-PORTER FEDERAL CREDIT	CREDIT UNION	SALARIES AND WAGES	\$25.00	12/10/2000	Withheld From Payroll 10 DEC '00 Rusher
				Total this claim	\$25.00		
19456	983	NIPSCO	OPERATING FUND	GAS	\$1,027.88	12/10/2000	DeMotte Utilities 10/18 - 11/17/00
			OPERATING FUND	ELECTRICITY	\$1,826.37		
				Total this claim	\$2,854.25		
19457	984	TOWN OF DEMOTTE	OPERATING FUND	WASTE DISPOSAL SERVICES	\$47.86	12/10/2000	Sewer Service Oct '00
				Total this claim	\$47.86		
19458	985	TOWN OF WHEATFIELD SEW	OPERATING FUND	WASTE DISPOSAL SERVICES	\$41.05	12/10/2000	Wheatfield Sewer Service Dec '00
				Total this claim	\$41.05		
19459	988	ACE HARDWARE	OPERATING FUND	CLEANING & SANITATION SUP	\$15.84	12/11/2000	Hand Vacuum & Tools
			OPERATING FUND	EQUIPMENT	\$6.99		
			OPERATING FUND	FURNITURE & EQUIPMENT	\$24.99		
				Total this claim	\$47.82		
19460	989	ALL-PHASE ELECTRIC SUPPL	OPERATING FUND	REPAIR PARTS	\$390.00	12/11/2000	Greenlee #305 Ballasts-144040012
				Total this claim	\$390.00		
19461	990	AMBER WHITED	OPERATING FUND	TRAVELING EXPENSE	\$7.15	12/11/2000	Mileage
				Total this claim	\$7.15		
19462	991	AVC CORPORATION	OPERATING FUND	MAINTENANCE/SERVICE CON	\$99.00	12/11/2000	Financial Software Service Contract
				Total this claim	\$99.00		

<i>Warran. Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19463	992	BAKER & TAYLOR	OPERATING FUND	BOOKS	\$631.18	12/11/2000	Invoices per attached-Books, Gift Fund
			OPERATING FUND	BOOKS	\$84.35		
			OPERATING FUND	BOOKS	\$57.73		
			OPERATING FUND	BOOKS	\$57.95		
			OPERATING FUND	BOOKS	\$83.96		
			OPERATING FUND	BOOKS	\$353.48		
			OPERATING FUND	BOOKS	\$243.24		
			OPERATING FUND	BOOKS	\$862.29		
			OPERATING FUND	BOOKS	\$36.69		
			RENSSELAER GIFT FU	BOOKS	\$117.97		
			OPERATING FUND	BOOKS	\$96.96		
			OPERATING FUND	BOOKS	\$1,924.42		
			OPERATING FUND	BOOKS	\$457.05		
			OPERATING FUND	BOOKS	\$168.47		
			Total this claim		\$5,175.74		
19464	993	BANK ONE TRUST COMPANY,	RENS & DEM BOND A	PAYMENT OF BONDS	275,000.00	12/11/2000	Bond Payment & Interest due 1/1/01
			RENS & DEM BOND A	INTEREST-BONDS	\$79,200.00		
			Total this claim		\$354,200.00		
19465	994	BETHANY HOUSE PUBLISHER	OPERATING FUND	BOOKS	\$4.20	12/11/2000	Books
			OPERATING FUND	BOOKS	\$4.19		
			OPERATING FUND	BOOKS	\$1.13		
			Total this claim		\$9.52		
19466	995	CLAWSON COMMUNICATIONS	OPERATING FUND	FURNITURE & EQUIPMENT	\$555.00	12/11/2000	Relay Rack, shelves, installation
			Total this claim		\$555.00		
19467	996	CONSOLIDATED INSURANCE	OPERATING FUND	OFFICIAL BONDS	\$150.00	12/11/2000	Notary Bond-V. Stubblefield
			Total this claim		\$150.00		
19468	997	CULLIGAN	OPERATING FUND	EQUIPMENT RENTALS	\$9.95	12/11/2000	December Water Cooler Rental & Water
			OPERATING FUND	WATER	\$39.60		
			Total this claim		\$49.55		
19469	998	DELL MARKETING L.P.	OPERATING FUND	FURNITURE & EQUIPMENT	\$3,585.00	12/11/2000	3-Computers-Dell 866mhz/133 GX 100
			Total this claim		\$3,585.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19470	999	DEMCO	OPERATING FUND	OTHER OFFICE SUPPLIES	\$15.29	12/11/2000	Dual Video Cases
			OPERATING FUND	FURNITURE & EQUIPMENT	\$170.00		
			OPERATING FUND	NONPRINTED MATERIALS	\$161.08		
			OPERATING FUND	FURNITURE & EQUIPMENT	\$122.36		
				Total this claim	\$468.73		
19471	1000	DIANA KOOY	OPERATING FUND	TRAVELING EXPENSE	\$25.35	12/11/2000	Stapler, Mileage
			OPERATING FUND	OTHER OFFICE SUPPLIES	\$11.49		
				Total this claim	\$36.84		
19472	1001	DIANE KROS	OPERATING FUND	TRAVELING EXPENSE	\$20.48	12/11/2000	Mileage
				Total this claim	\$20.48		
19473	1002	EDUCATIONAL RESOURCES	OPERATING FUND	NONPRINTED MATERIALS	\$139.90	12/11/2000	CD-Rom - FrontPage software
			OPERATING FUND	NONPRINTED MATERIALS	\$10.00		
				Total this claim	\$149.90		
19474	1003	ELLISON EDUCATIONAL EQUI	OPERATING FUND	LIBRARY SUPPLIES	\$85.00	12/11/2000	Dies - Maple Leaf, Oak Leaf - Rens.
				Total this claim	\$85.00		
19475	1004	FASE'S WATER TREATMENT	OPERATING FUND	BUILDING MATERIALS & SUPP	\$52.50	12/11/2000	Redout
				Total this claim	\$52.50		
19476	1005	GAYLORD BROS.	OPERATING FUND	LIBRARY SUPPLIES	\$21.76	12/11/2000	Hardware/Software Mtnce, Marc Subscri
			OPERATING FUND	FURNITURE & EQUIPMENT	\$91.95		Pymt.(12/1/00-2/28/01)
			OPERATING FUND	MAINTENANCE/SERVICE CON	\$4,287.50		
			OPERATING FUND	OTHER OFFICE SUPPLIES	\$75.92		
				Total this claim	\$4,477.13		
19477	1006	HERITAGE OFFICE PRODUCT	OPERATING FUND	MAINTENANCE/SERVICE CON	\$2,963.00	12/11/2000	Serv. Contracts-Mita 1460 @ DeM & ov
				Total this claim	\$2,963.00		
19478	1007	HP PRODUCTS CORP.	OPERATING FUND	CLEANING & SANITATION SUP	\$105.63	12/11/2000	Roll Towels, Ice Melter, Vacuum Brush
			OPERATING FUND	OTHER OPERATING SUPPLIE	\$75.05		
			OPERATING FUND	REPAIR PARTS	\$12.94		
				Total this claim	\$193.62		

<i>Warran. Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19479	1008	INGRAM	OPERATING FUND	BOOKS	\$44.69	12/11/2000	Books per attached invoices
			OPERATING FUND	BOOKS	\$27.62		
			OPERATING FUND	BOOKS	\$18.41		
			OPERATING FUND	BOOKS	\$19.14		
			OPERATING FUND	BOOKS	\$5.40		
			OPERATING FUND	BOOKS	\$5.40		
			OPERATING FUND	BOOKS	\$10.14		
			Total this claim		\$130.80		
19480	1009	INSPIRATIONAL BOOK DISTRI	OPERATING FUND	BOOKS	\$51.12	12/11/2000	Books per attached invoices
			OPERATING FUND	BOOKS	\$19.97		
			OPERATING FUND	BOOKS	\$8.77		
			OPERATING FUND	BOOKS	\$27.18		
			OPERATING FUND	BOOKS	\$3.99		
			Total this claim		\$111.03		
19481	1010	J B'S LOCK & KEY SERVICE	OPERATING FUND	BUILDING & STRUCTURES	\$50.00	12/11/2000	Broken Key Extraction
			Total this claim		\$50.00		
19482	1012	JENNIFER L. EVERS	OPERATING FUND	TRAVELING EXPENSE	\$20.30	12/11/2000	Mileage
			Total this claim		\$20.30		
19483	1013	KANKAKEE VALLEY HIGH SCH	OPERATING FUND	BOOKS	\$70.00	12/11/2000	2001 & 2000 Kougar Pride Yearbooks
			OPERATING FUND	BOOKS	\$70.00		
			Total this claim		\$140.00		
19484	1014	KONE, INC.	OPERATING FUND	BUILDING & STRUCTURES	\$170.57	12/11/2000	Reverse Phase Relay repair-Elevator
			Total this claim		\$170.57		
19485	1015	LIBRARY VIDEO COMPANY	OPERATING FUND	NONPRINTED MATERIALS	\$94.70	12/11/2000	Videos
			OPERATING FUND	NONPRINTED MATERIALS	\$5.00		
			Total this claim		\$99.70		
19486	1016	LIBROS SIN FRONTERAS, CO.	OPERATING FUND	BOOKS	\$113.55	12/11/2000	Spanish speaking books
			OPERATING FUND	BOOKS	\$9.00		
			Total this claim		\$122.55		
19487	1017	MBNA AMERICA BUSINESS C	OPERATING FUND	NONPRINTED MATERIALS	\$24.95	12/11/2000	CBD books
			OPERATING FUND	NONPRINTED MATERIALS	\$24.95		
			OPERATING FUND	NONPRINTED MATERIALS	\$41.90		
			OPERATING FUND	NONPRINTED MATERIALS	\$7.35		
			Total this claim		\$99.15		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19488	1018	MBNA AMERICA BUSINESS C	OPERATING FUND	PROFESSIONAL MEETINGS	\$180.66	12/11/2000	FourWinds Resort accommodations-IPL
				Total this claim	\$180.66		
19489	1019	MIDWEST TAPE	OPERATING FUND	NONPRINTED MATERIALS	\$214.94	12/11/2000	Videos-3
			OPERATING FUND	NONPRINTED MATERIALS	\$10.75		
				Total this claim	\$225.69		
19490	1020	NORTHWESTERN INDIANA TE	OPERATING FUND	TELEPHONE	\$26.07	12/11/2000	December Telephone-DeMotte
				Total this claim	\$26.07		
19491	1021	POSTMASTER GENERAL	OPERATING FUND	POSTAGE	\$252.40	12/11/2000	Stamps-200 -\$.33 self stick; 50-\$1.00; 2 200-\$.02; 200-\$.03; 200-\$.04; 100-\$.10
				Total this claim	\$252.40		
19492	1022	PRECISION CONTROL SYSTE	OPERATING FUND	TRANSFER TO LIRF	\$3,585.00	12/11/2000	Escrow Release on Chiller Project
				Total this claim	\$3,585.00		
19493	1023	QUILL	OPERATING FUND	OTHER OFFICE SUPPLIES	\$108.20	12/11/2000	Rolodex, markers, stapler, file trays, dis tabs, etc.
				Total this claim	\$108.20		
19494	1024	REBECCA GIBSON	OPERATING FUND	LIBRARY SUPPLIES	\$28.18	12/11/2000	Counterparts Mtg Expense, Posters, lett
				Total this claim	\$28.18		
19495	1025	RECORDED BOOKS, LLC	OPERATING FUND	NONPRINTED MATERIALS	\$434.40	12/11/2000	AudioBooks
				Total this claim	\$434.40		
19496	1026	REGENT BOOK CO., INC.	OPERATING FUND	BOOKS	\$8.99	12/11/2000	Crafts/ornaments book
			OPERATING FUND	BOOKS	\$1.88		
				Total this claim	\$10.87		
19497	1027	RENSSELAER REPUBLICAN	OPERATING FUND	ADVERTISING & PUBLIC NOTI	\$171.72	12/11/2000	2 Legal Ads-Migration Bid, Rens .Rep.
				Total this claim	\$171.72		
19498	1028	RICHARD RHOADES	OPERATING FUND	EQUIPMENT	\$20.00	12/11/2000	Installed shelves @ DeM. Lib.
				Total this claim	\$20.00		
19499	1029	S & J CHEM-DRY	OPERATING FUND	BUILDING & STRUCTURES	\$1,462.42	12/11/2000	Rensselaer Carpet & Chair Cleaning
				Total this claim	\$1,462.42		
19500	1030	SECURITY COURIERS CORP.	OPERATING FUND	MAINTENANCE/SERVICE CON	\$834.21	12/11/2000	Courier Services-11/3-11/24/00
				Total this claim	\$834.21		
19501	1031	SELECTVIDEO	OPERATING FUND	NONPRINTED MATERIALS	\$44.85	12/11/2000	Videos
			OPERATING FUND	NONPRINTED MATERIALS	\$7.00		
				Total this claim	\$51.85		

<i>Warra.</i> <i>Number</i>	<i>Claim</i> <i>Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19502	1032	SHEILA MAXWELL	OPERATING FUND	TRAVELING EXPENSE	\$286.99	12/11/2000	Mileage, Mtg. Expenses, Postage
			OPERATING FUND	PROFESSIONAL MEETINGS	\$21.39		
			OPERATING FUND	POSTAGE	\$1.13		
				Total this claim	\$309.51		
19503	1033	SHOWCASES	OPERATING FUND	NONPRINTED MATERIALS	\$297.00	12/11/2000	Single CD in Jewel Case w/adhesive ba
				Total this claim	\$297.00		
19504	1034	SPRINT	OPERATING FUND	TELEPHONE	(\$1.06)	12/11/2000	DeMotte & Wheatfield L.D. telephone -D
			OPERATING FUND	TELEPHONE	\$23.33		
			OPERATING FUND	TELEPHONE	\$9.38		
				Total this claim	\$31.65		
19505	1035	THE TIMES-	OPERATING FUND	PERIODICALS & NEWSPAPER	\$199.20	12/11/2000	1 yr. Subscription-EastLake Edition-DeM
				Total this claim	\$199.20		
19506	1036	TYSEN'S COUNTRY GROCER	OPERATING FUND	LIBRARY SUPPLIES	\$40.29	12/11/2000	Counterparts Mtg. Supplies
			DEMOTTE GIFT FUND	LIBRARY SUPPLIES	\$35.96		
				Total this claim	\$76.25		
19507	1037	TYSEN'S FAMILY FOOD CENT	OPERATING FUND	LIBRARY SUPPLIES	\$7.62	12/11/2000	Book Discussion Supplies
				Total this claim	\$7.62		
19508	1038	WHEELER PUBLISHING, INC.	RENSSELAER GIFT FU	BOOKS	\$79.22	12/11/2000	Large Print Books
				Total this claim	\$79.22		
19509	1039	GAIL JUNG	OPERATING FUND	LIBRARY SUPPLIES	\$6.60	12/11/2000	Rensselaer Petty Cash: Postage, Christ
			OPERATING FUND	LIBRARY SUPPLIES	\$6.99		mat'ls, paper cutter blade
			OPERATING FUND	POSTAGE	\$12.67		
				Total this claim	\$26.26		
19510	1040	GAIL JUNG	OPERATING FUND	FUEL, OIL & LUBRICANTS	\$3.00	12/11/2000	Wheatfield Petty Cash: hutch brackets, i
			OPERATING FUND	OTHER OPERATING SUPPLIE	\$4.83		snowblower
				Total this claim	\$7.83		
19511	1041	GAIL JUNG	OPERATING FUND	POSTAGE	\$4.02	12/11/2000	DeMotte Petty Cash: Postage, fl. light c
			OPERATING FUND	OTHER OFFICE SUPPLIES	\$2.18		Crafts
			OPERATING FUND	REPAIR PARTS	\$3.89		
			OPERATING FUND	LIBRARY SUPPLIES	\$4.94		
				Total this claim	\$15.03		
19512	1043	ANTHEM LIFE	OPERATING FUND	EMPLOYER'S CONTRIB.- INS.	\$96.65	12/25/2000	JAN Premium-21 lives
			HEALTH/LIFE INSURA	SALARIES AND WAGES	\$1.00		
				Total this claim	\$97.65		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19513	1044	INDIANA DEFERRED COMPEN	INDIANA DEFERRED	SALARIES AND WAGES	\$1,292.35	12/25/2000	Withheld From Payroll 25 DEC '00 Daugherty,Kooy,Schulenberg,Fagen, Stringfellow,Woods,Maxwell,Weed, Beedle,Jung
Total this claim					<u>\$1,292.35</u>		
19514	1045	LA-PORTER FEDERAL CREDIT	CREDIT UNION	SALARIES AND WAGES	\$25.00	12/25/2000	Withheld from Payroll 25 DEC '00 Rusher
Total this claim					<u>\$25.00</u>		
19515	1046	NIPSCO	OPERATING FUND	GAS	\$552.65	12/25/2000	Wheatfield Utilities;11/10 - 12/13/00
			OPERATING FUND	ELECTRICITY	\$644.94		
Total this claim					<u>\$1,197.59</u>		
19516	1047	SPRINT	OPERATING FUND	TELEPHONE	\$4.09	12/25/2000	Local Telephone;Wh & R
			OPERATING FUND	TELEPHONE	\$113.10		
Total this claim					<u>\$117.19</u>		
19517	1048	CITY OF RENSSELAER	OPERATING FUND	GAS	\$1,718.65	12/25/2000	11/7-12/11 Utilities @ Rens. Lib.
			OPERATING FUND	ELECTRICITY	\$1,111.47		
			OPERATING FUND	WATER	\$59.85		
			OPERATING FUND	WASTE DISPOSAL SERVICES	\$82.95		
Total this claim					<u>\$2,972.92</u>		
19518	1049	JASPER COUNTY PUBLIC LIB	OPERATING FUND	TRANSFER TO LIRF	\$1,865.00	12/25/2000	LIRF Transfer per board approval of 12/
Total this claim					<u>\$1,865.00</u>		
19519	1053	A.E. BOYCE CO., INC.	OPERATING FUND	OFFICIAL RECORDS	\$112.55	12/27/2000	Tax Forms (w2, w3, 1099, 1096), Accts.
Total this claim					<u>\$112.55</u>		
19520	1054	ACE HARDWARE	OPERATING FUND	BUILDING MATERIALS & SUPP	\$68.47	12/27/2000	Shelf & Hardware
Total this claim					<u>\$68.47</u>		
19521	1055	AMERICAN LIBRARY ASSN	OPERATING FUND	LIBRARY SUPPLIES	\$9.00	12/27/2000	Posters, Notecube (Program Prize)
			OPERATING FUND	LIBRARY SUPPLIES	\$40.75		
Total this claim					<u>\$49.75</u>		
19522	1056	AMBER WHITED	OPERATING FUND	TRAVELING EXPENSE	\$7.15	12/27/2000	Mileage
Total this claim					<u>\$7.15</u>		
19523	1057	ASSOCIATED LIBRARIES PRE	OPERATING FUND	BOOKS	\$45.15	12/27/2000	Books
Total this claim					<u>\$45.15</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>				
19524	1058	BAKER & TAYLOR	OPERATING FUND	BOOKS	\$13.95	12/27/2000	Books, Gift Fund Books, Continuations,				
			OPERATING FUND	BOOKS	\$225.83						
			OPERATING FUND	BOOKS	\$29.09						
			OPERATING FUND	BOOKS	\$101.85						
			OPERATING FUND	BOOKS	\$38.78						
			OPERATING FUND	BOOKS	\$52.26						
			OPERATING FUND	BOOKS	\$34.73						
			OPERATING FUND	BOOKS	\$18.00						
			OPERATING FUND	BOOKS	\$234.40						
			OPERATING FUND	BOOKS	\$89.19						
			OPERATING FUND	BOOKS	\$386.09						
			OPERATING FUND	BOOKS	\$24.03						
			OPERATING FUND	BOOKS	\$5.24						
			RENSSELAER GIFT FU	BOOKS	\$26.96						
			OPERATING FUND	NONPRINTED MATERIALS	\$14.40						
Total this claim				\$1,294.80							
19525	1059	BIERMA HARDWARE, INC.	OPERATING FUND	REPAIR PARTS	\$1.16	12/27/2000	Flush handle, Music CD				
			OPERATING FUND	NONPRINTED MATERIALS	\$12.00						
			Total this claim					\$13.16			
19526	1060	BROWN'S GARDEN SHOPPE	OPERATING FUND	BUILDING & STRUCTURES	\$1,070.00	12/27/2000	Oct & Nov. Mowing, y2000 Landscape				
			Total this claim					\$1,070.00			
19527	1061	CAMPBELL PRINTING COMPA	OPERATING FUND	STATIONERY AND PRINTING	\$250.25	12/27/2000	Letterhead & Envelopes				
			Total this claim					\$250.25			
19528	1062	CENTRAL STATES SALES CO	OPERATING FUND	OTHER OPERATING SUPPLIE	\$168.06	12/27/2000	Outdoor (Par38) Flood Lights & Interior				
			Total this claim					\$168.06			
19529	1063	DARYL'S PASTRY SHOP	RENSSELAER GIFT FU	LIBRARY SUPPLIES	\$8.10	12/27/2000	Prof. Counterparts Mtg. Expense				
			Total this claim					\$8.10			
19530	1064	DELL MARKETING L.P.	OPERATING FUND	FURNITURE & EQUIPMENT	\$1,195.00	12/27/2000	Computer-866mhz, Dell Monitor				
			Total this claim					\$1,195.00			
19531	1065	DEMCO	OPERATING FUND	LIBRARY SUPPLIES	\$58.98	12/27/2000	Chair Mat, CD wipes, VHS Rewinder/CI				
			OPERATING FUND	FURNITURE & EQUIPMENT	\$29.75						
			OPERATING FUND	LIBRARY SUPPLIES	\$3.73						
			OPERATING FUND	LIBRARY SUPPLIES	\$3.74						
Total this claim				\$96.20							

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19532	1066	DEYOUNG PLUMB, HTG, & AIR	OPERATING FUND	BUILDING MATERIALS & SUPP	\$30.52	12/27/2000	2-Faucet keys @ Wheatfield Lib.
				Total this claim	\$30.52		
19533	1067	DIANA KOOY	OPERATING FUND	TRAVELING EXPENSE	\$6.17	12/27/2000	Mileage-Book Discussion
				Total this claim	\$6.17		
19534	1068	EEA AVIATION CENTER	OPERATING FUND	PERIODICALS & NEWSPAPER	\$23.00	12/27/2000	Sport Aviation Magazine Subsc. 1/01-12
				Total this claim	\$23.00		
19535	1069	GA FOODS GROUP	OPERATING FUND	LIBRARY SUPPLIES	\$9.91	12/27/2000	Migration Mtg. Expenses
			RENSSELAER GIFT FU	LIBRARY SUPPLIES	\$15.04		
				Total this claim	\$24.95		
19536	1070	GAIL JUNG	OPERATING FUND	TRAVELING EXPENSE	\$68.25	12/27/2000	AVC Mtg. Expenses & Mileage
			OPERATING FUND	PROFESSIONAL MEETINGS	\$5.93		
				Total this claim	\$74.18		
19537	1071	GALE GROUP	OPERATING FUND	BOOKS	\$174.00	12/27/2000	Information Plus Updates-Continuation
			OPERATING FUND	BOOKS	\$174.00		
			OPERATING FUND	BOOKS	\$174.00		
			OPERATING FUND	BOOKS	\$22.38		
				Total this claim	\$544.38		
19538	1072	GARNER ROOFING	OPERATING FUND	BUILDING & STRUCTURES	\$585.00	12/27/2000	Snow Removal @ Rens. 12/7-12/18/00
				Total this claim	\$585.00		
19539	1073	GAYLORD BROS.	OPERATING FUND	LIBRARY SUPPLIES	\$12.76	12/27/2000	Book Truck-Wh.
			OPERATING FUND	FURNITURE & EQUIPMENT	\$29.36		
			OPERATING FUND	FURNITURE & EQUIPMENT	\$170.39		
				Total this claim	\$212.51		
19540	1074	GIESLER ELECTRIC, INC	OPERATING FUND	BUILDING & STRUCTURES	\$650.96	12/27/2000	Doorbell & Installation @ DeM. Lib.
				Total this claim	\$650.96		
19541	1075	HERITAGE OFFICE PRODUCT	OPERATING FUND	OTHER OFFICE SUPPLIES	\$22.95	12/27/2000	Computer Carrying Case
			OPERATING FUND	FURNITURE & EQUIPMENT	\$84.99		
				Total this claim	\$107.94		
19542	1076	HERITAGE PATHWAYS, INC.	RENSSELAER GIFT FU	BOOKS	\$27.95	12/27/2000	Book-(Genealogy)
				Total this claim	\$27.95		
19543	1077	HP PRODUCTS CORP.	OPERATING FUND	FURNITURE & EQUIPMENT	\$75.60	12/27/2000	4x8 Slate Blue Entry Mat-DeM. Lib.
				Total this claim	\$75.60		

<i>Warran. Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19544	1078	INDIANAPOLIS NEWSPAPERS,	OPERATING FUND	PERIODICALS & NEWSPAPER	\$187.20	12/27/2000	Indianapolis Star Subscription 1/6/01-1/
				Total this claim	\$187.20		
19545	1079	INSPIRATIONAL BOOK DISTRI	OPERATING FUND	BOOKS	\$2.27	12/27/2000	Books per attached invoices
			OPERATING FUND	BOOKS	\$30.37		
				Total this claim	\$32.64		
19546	1080	JAMES HESTERMAN	OPERATING FUND	BUILDING & STRUCTURES	\$20.00	12/27/2000	Snow Removal
				Total this claim	\$20.00		
19547	1081	KATHRYN B. WEED	OPERATING FUND	TRAVELING EXPENSE	\$9.10	12/27/2000	Photofinishing & Mileage
			OPERATING FUND	LIBRARY SUPPLIES	\$5.27		
				Total this claim	\$14.37		
19548	1082	MIDWEST TAPE	OPERATING FUND	NONPRINTED MATERIALS	\$11.99	12/27/2000	Video
			OPERATING FUND	NONPRINTED MATERIALS	\$0.60		
				Total this claim	\$12.59		
19549	1083	MARI ANNE SAYLER	OPERATING FUND	TRAVELING EXPENSE	\$11.05	12/27/2000	NILBA Dinner travel
				Total this claim	\$11.05		
19550	1084	NIPSCO	OPERATING FUND	GAS	\$2,208.28	12/27/2000	DeMotte Utilities: 11/17-12/19/00
			OPERATING FUND	ELECTRICITY	\$1,608.82		
				Total this claim	\$3,817.10		
19551	1085	PATTY STRINGFELLOW	OPERATING FUND	TRAVELING EXPENSE	\$14.30	12/27/2000	Mileage-Database Comm.
				Total this claim	\$14.30		
19552	1086	QUILL	OPERATING FUND	OTHER OFFICE SUPPLIES	\$662.57	12/27/2000	Anti-static Mat-Director's Office
			OPERATING FUND	FURNITURE & EQUIPMENT	\$39.99		
			OPERATING FUND	LIBRARY SUPPLIES	\$25.30		
				Total this claim	\$727.86		
19553	1087	REBECCA GIBSON	OPERATING FUND	TRAVELING EXPENSE	\$24.70	12/27/2000	Mileage
				Total this claim	\$24.70		
19554	1088	RENEE CARR	OPERATING FUND	TRAVELING EXPENSE	\$15.60	12/27/2000	Mileage
				Total this claim	\$15.60		
19555	1089	RICHARD RHOADES	OPERATING FUND	BUILDING & STRUCTURES	\$45.00	12/27/2000	Installing Shelving & Key Cabinet
				Total this claim	\$45.00		
19556	1090	RELIABLE CORPORATION	OPERATING FUND	OTHER OFFICE SUPPLIES	\$218.43	12/27/2000	Copy Paper-white 8x11 & Binders
				Total this claim	\$218.43		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19557	1091	RS ENTERPRISES	OPERATING FUND	BUILDING & STRUCTURES	\$1,680.00	12/27/2000	Snow Removal @ DeM. Lib. 11/28-12/1
				Total this claim	<u>\$1,680.00</u>		
19558	1092	SANDRA L. HESTERMAN	OPERATING FUND	TRAVELING EXPENSE	\$14.30	12/27/2000	Mileage
				Total this claim	<u>\$14.30</u>		
19559	1093	SECURITY COURIERS CORP.	OPERATING FUND	MAINTENANCE/SERVICE CON	\$658.59	12/27/2000	Courier Service-12/1-12/15/00
				Total this claim	<u>\$658.59</u>		
19560	1094	SIECO, INC.	OPERATING FUND	CONSULTING SERVICES	\$439.50	12/27/2000	Engineering services per contract
				Total this claim	<u>\$439.50</u>		
19561	1095	SHEILA MAXWELL	OPERATING FUND	TRAVELING EXPENSE	\$16.90	12/27/2000	Mileage
				Total this claim	<u>\$16.90</u>		
19562	1096	SIMPLEX TIME RECORDER C	OPERATING FUND	MAINTENANCE/SERVICE CON	\$2,738.00	12/27/2000	Rensselaer Lib. Fire Alarm Inspection M
				Total this claim	<u>\$2,738.00</u>		
19563	1097	TALLY SYSTEMS	OPERATING FUND	NONPRINTED MATERIALS	\$660.00	12/27/2000	CentaMeter Consulting Services
				Total this claim	<u>\$660.00</u>		
19564	1098	TERRY J. FERRELL	OPERATING FUND	BUILDING & STRUCTURES	\$200.00	12/27/2000	Snow Removal-Parking Lot @ Wh.- 12/
				Total this claim	<u>\$200.00</u>		
19565	1099	THINK TANK INFORMATION S	OPERATING FUND	EQUIPMENT	\$501.50	12/27/2000	Technical Support
				Total this claim	<u>\$501.50</u>		
19566	1100	TYSEN'S COUNTRY GROCER	OPERATING FUND	CLEANING & SANITATION SUP	\$49.06	12/27/2000	Film, After-School Brown Bag Supplies
			OPERATING FUND	LIBRARY SUPPLIES	\$11.94		
				Total this claim	<u>\$61.00</u>		
19567	1101	UNIQUE MANAGEMENT SERVI	OPERATING FUND	MAINTENANCE/SERVICE CON	\$103.28	12/27/2000	Initial & Secondary Placements- Nov'00
				Total this claim	<u>\$103.28</u>		
19568	1102	WAL-MARTCOMMUNITY BRC	OPERATING FUND	NONPRINTED MATERIALS	\$41.86	12/27/2000	Vidoes
			OPERATING FUND	NONPRINTED MATERIALS	\$47.85		
			OPERATING FUND	NONPRINTED MATERIALS	\$74.68		
			OPERATING FUND	LIBRARY SUPPLIES	\$22.96		
			OPERATING FUND	LIBRARY SUPPLIES	\$9.24		
			RENSSELAER GIFT FU	LIBRARY SUPPLIES	\$5.75		
				Total this claim	<u>\$202.34</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19569	1103	JASPER COUNTY PUBLIC LIB	OPERATING FUND	PURCHASE OF INVESTMENTS	\$52,614.80	12/27/2000	Purchase CD- mature date 3/26/01
			RENS & DEM BOND A	PURCHASE OF INVESTMENTS	\$83,496.00		
			CAPITAL PROJECTS F	PURCHASE OF INVESTMENTS	\$63,889.20		
			Total this claim		\$200,000.00		
19570	1104	JASPER COUNTY PUBLIC LIB	CAPITAL PROJECTS F	PURCHASE OF INVESTMENTS	100,000.00	12/27/2000	Purchase CD - mature date 6/28/01
			Total this claim		\$100,000.00		
			Total Amount of Claims		1,306,621.71		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, December 30, 2000

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 13 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,306,621.71

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Receipt Breakdown

December 30, 2000

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$1,545.74	\$25,775.10
DeMotte	\$460.55	\$9,446.36		
Rensselaer	\$837.39	\$11,038.58		
Wheatfield	\$247.80	\$5,290.16		
PHOTOCOPIES:			\$316.20	\$7,054.95
DeMotte	\$146.25	\$3,044.90		
Rensselaer	\$122.45	\$3,012.85		
Wheatfield	\$47.50	\$997.20		
CARDS:			\$34.00	\$907.90
DeMotte	\$18.00	\$350.90		
Rensselaer	\$8.00	\$397.00		
Wheatfield	\$8.00	\$160.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
COMPUTER DISKS:			\$1.40	\$46.10
INTEREST:			\$6,067.81	\$26,200.75
Checking/Repurchase/Savings	\$1,080.08	\$7,274.15		
CD's & Investments	\$4,987.73	\$18,926.60		
TAXES:			\$146,037.42	\$1,222,906.62
Property Tax	\$96,462.32	\$702,121.17		
License Excise Tax	\$48,912.10	\$85,498.80		
Financial Institution Tax	\$663.00	\$1,326.00		
Local Option/Certified Shares	\$0.00	\$385,703.00		
Local Option/Property Tax Repl.	\$0.00	\$45,525.00		
State Distribution	\$0.00	\$2,732.65		
REFUNDS:			\$1,975.00	\$23,254.65
Insurance	\$0.00	\$2,068.05		
Rebates-Batteries/Report Folders	\$0.00	\$8.00		
LSTA Technology Grant	\$1,975.00	\$20,715.44		
Conference Expense Reimbursem.	\$0.00	\$47.00		
ILF Trustee conf. Refund	\$0.00	\$5.00		
Employee July Ins. Premium	\$0.00	\$39.76		
U.S.Treasury Refund	\$0.00	\$136.11		
Rebate-Perfect Game	\$0.00	\$5.00		
Overpayment-Boy Scouts	\$0.00	\$15.13		
Rebate-ILF Mtg Registration	\$0.00	\$21.00		
Incolsa Fall Mtg. Reimbursement	\$0.00	\$38.40		
Pulaski Lib. - IPLA Mtg. Reimburse	\$0.00	\$76.65		
Return Product-Office Depot	\$0.00	\$76.11		
Bank Coding Error-Credit Acct	\$0.00	\$3.00		
TOTAL OPERATING FUND RECEIPTS.....			\$155,977.57	\$1,306,146.07
PLAC FUND:			\$0.00	\$96.00
GIFT FUNDS:			\$0.00	\$5,270.71
DeMotte	\$0.00	\$1,118.28		
Rensselaer	\$0.00	\$3,646.14		
Wheatfield	\$0.00	\$506.29		
LIBRARY IMPROVEMENT FUND:	(Includes Operating Fund Transfer \$1865.		\$1,959.28	\$5,097.16
BOND & INTEREST REDEMPTION FUND			\$80,655.87	\$435,025.28
Property Tax	\$53,330.17	\$387,167.60		
License Excise Tax	\$26,960.20	\$47,126.68		
Financial Institution Tax	\$365.50	\$731.00		
CAPITAL PROJECTS FUND:			\$32,163.53	\$163,889.20
Interest Earned	\$2,345.31	\$3,065.77		
Property Tax	\$19,715.41	\$143,130.36		
License Excise Tax	\$9,966.81	\$17,422.07		
Financial Institution Tax	\$136.00	\$271.00		
REST/HOSPITALITY FUND:			\$0.00	\$1,020.72
ROY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$270,756.25	\$1,916,545.14

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$17,021.27	\$204,935.03
FIT Tax Collected	\$5,376.20	\$65,417.08		
FICA Collected	\$4,007.08	\$48,636.22		
State Tax Collected	\$1,740.67	\$21,533.13		
County Tax Collected	\$468.08	\$5,834.06		
INDIANA Deferred Comp	\$2,584.70	\$30,210.45		
#125 Plan	\$1,426.06	\$15,223.88		
Health/Life Insurance	\$0.00	\$9.00		
PERF	\$1,368.48	\$16,471.21		
Credit Union	\$50.00	\$1,600.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$287,777.52	\$2,121,480.17

Register Of Claims
Jasper County Public Library
Report Date: From 01/01/2001 To 01/08/2001

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19571	1	ACE HARDWARE	OPERATING FUND	BUILDING MATERIALS & SUPP	\$10.38	01/08/2001	Carpet Glue & Tape, 8' Ladder, Rock Pick
			OPERATING FUND	OTHER OPERATING SUPPLIE	\$44.66		
			OPERATING FUND	FURNITURE & EQUIPMENT	\$160.97		
				Total this claim	\$216.01		
19572	2	ALEXANDER HAMILTON INSTI	OPERATING FUND	PERIODICALS & NEWSPAPER	\$99.00	01/08/2001	Payroll Legal Alert Subscription - 1/2001
				Total this claim	\$99.00		
19573	3	ANTHEM BENEFIT ADMINISTR	OPERATING FUND	OTHER PROFESSIONAL SERV	\$144.00	01/08/2001	Cobra Administrative Fee for 2001-12 employees
				Total this claim	\$144.00		
19575	4	ARLINGTON/ROE	OPERATING FUND	OTHER INSURANCE	\$1,259.00	01/08/2001	D&O Liability Insurance for 2001
				Total this claim	\$1,259.00		
19576	5	AUSTIN BOOK SALES	OPERATING FUND	BOOKS	\$130.56	01/08/2001	Continuations-Opportunities in....
			OPERATING FUND	BOOKS	\$2.88		
				Total this claim	\$133.44		
19577	6	AVC CORPORATION	OPERATING FUND	MAINTENANCE/SERVICE CON	\$99.00	01/08/2001	Financial Service Contract -Jan 2001
				Total this claim	\$99.00		
19578	7	BAKER & TAYLOR	OPERATING FUND	BOOKS	\$272.18	01/08/2001	Books, Continuations, AV, & Title Source Subscription
			OPERATING FUND	BOOKS	\$2,682.52		
			OPERATING FUND	BOOKS	\$96.70		
			OPERATING FUND	BOOKS	\$110.09		
			OPERATING FUND	BOOKS	\$416.55		
			OPERATING FUND	BOOKS	\$11.34		
			OPERATING FUND	BOOKS	\$87.21		
			OPERATING FUND	NONPRINTED MATERIALS	\$1,650.00		
			OPERATING FUND	BOOKS	\$57.47		
			OPERATING FUND	BOOKS	\$48.64		
			OPERATING FUND	BOOKS	\$38.93		
			OPERATING FUND	BOOKS	\$10.49		
			OPERATING FUND	NONPRINTED MATERIALS	\$33.57		
				Total this claim	\$5,515.69		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19579	8	BELL & HOWELL	OPERATING FUND	PERIODICALS & NEWSPAPER	\$81.90	01/08/2001	Rens. Republican Microfiche 5/00-8/31/00
Total this claim					<u>\$81.90</u>		
19580	9	BUREAU OF BUSINESS PRAC	OPERATING FUND	PERIODICALS & NEWSPAPER	\$23.42	01/08/2001	Social Security brochures
Total this claim					<u>\$23.42</u>		
19581	10	CHIEF, CDS	OPERATING FUND	BOOKS	\$305.00	01/08/2001	Library of Congress Subject Headings-24th ed. & Free Floating Subdivisions-13th ed.
Total this claim					<u>\$305.00</u>		
19582	11	CULLIGAN	OPERATING FUND	EQUIPMENT RENTALS	\$9.95	01/08/2001	Water cooler rental-January '01 @ Wh. Lib.
Total this claim					<u>\$9.95</u>		
19583	12	D&J LAWN CARE, INC.	OPERATING FUND	BUILDING & STRUCTURES	\$195.00	01/08/2001	Lawn Mowing-October 2000 @ DeM. Lib.
Total this claim					<u>\$195.00</u>		
19584	13	DEMOTTE CARPET	OPERATING FUND	BUILDING & STRUCTURES	\$150.00	01/08/2001	Repairs to carpet @ DeM. Lib.
Total this claim					<u>\$150.00</u>		
19585	14	GALE GROUP	OPERATING FUND	BOOKS	\$110.20	01/08/2001	Something About the Author
			OPERATING FUND	BOOKS	\$6.32		(Continuations Books)
Total this claim					<u>\$116.52</u>		
19586	15	INCOLSA	OPERATING FUND	PROFESSIONAL MEETINGS	\$120.00	01/08/2001	Discovering & Exploring Series
			OPERATING FUND	NONPRINTED MATERIALS	\$4,609.00		database subscription-1/1/01-12/31/01
			OPERATING FUND	NONPRINTED MATERIALS	\$50.00		& Kids Using Library workshop, 3/15/00, Saxon, Fagen, Kros
Total this claim					<u>\$4,779.00</u>		
19587	16	INDIANA DEPT.OF WORKFOR	OPERATING FUND	UNEMPLOYMENT COMPENSA	\$149.21	01/08/2001	Unemployment Compensation 4th Qtr Payment
Total this claim					<u>\$149.21</u>		
19588	17	INDIANA LIBRARY FEDERATIO	OPERATING FUND	DUES	\$1,293.03	01/08/2001	2001 Institutional and Trustee Membership Dues
Total this claim					<u>\$1,293.03</u>		
19589	18	INDIANA STATE LIBRARY	PUBLIC LIBRARY ACC	LIBRARY SUPPLIES	\$72.00	01/08/2001	Plac Card Sales - 4 th qtr 2000
Total this claim					<u>\$72.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19590	19	INGRAM	OPERATING FUND	BOOKS	\$24.30	01/08/2001	Paperback books
			OPERATING FUND	BOOKS	\$12.53		
			OPERATING FUND	BOOKS	\$7.77		
			OPERATING FUND	BOOKS	\$7.77		
			OPERATING FUND	BOOKS	\$5.40		
			OPERATING FUND	BOOKS	\$5.40		
			OPERATING FUND	BOOKS	\$3.75		
			Total this claim		\$66.92		
19591	20	INSPIRATIONAL BOOK DISTRI	OPERATING FUND	BOOKS	\$127.87	01/08/2001	Christian Books
			OPERATING FUND	BOOKS	\$3.19		
			OPERATING FUND	BOOKS	\$9.16		
			OPERATING FUND	NONPRINTED MATERIALS	\$17.99		
			OPERATING FUND	NONPRINTED MATERIALS	\$1.26		
			Total this claim		\$159.47		
19592	21	JOURNAL AND COURIER	OPERATING FUND	PERIODICALS & NEWSPAPER	\$197.60	01/08/2001	Newspaper subscription-DeM. Lib., 1/25/01-1/23/02
			Total this claim		\$197.60		
19593	22	KONE, INC.	OPERATING FUND	BUILDING & STRUCTURES	\$370.90	01/08/2001	Replaced Bad Output Board on elevator.
			Total this claim		\$370.90		
19594	23	OOMS DISPOSAL SERVICE IN	OPERATING FUND	WASTE DISPOSAL SERVICES	\$56.50	01/08/2001	Trash Pick-up @ DeMotte Lib. 1/01- 3/31/01
			Total this claim		\$56.50		
19595	24	PHILIP N. HOWARD	OPERATING FUND	BUILDING & STRUCTURES	\$345.00	01/08/2001	Snow Removal & Ice Removal from roof @ Wh. Lib.
			Total this claim		\$345.00		
19596	25	PUBLIC EMPLOYEES' RETIRE	OPERATING FUND	EMPLOYER'S CONTRIB.- PER	\$7,325.76	01/08/2001	4th Qtr 2000 Payment
		P.E.R.F.		SALARIES AND WAGES	\$4,186.03		
			Total this claim		\$11,511.79		
19597	26	REGENT BOOK CO., INC.	OPERATING FUND	BOOKS	\$17.98	01/08/2001	Continuations - BH&G books
			OPERATING FUND	BOOKS	\$8.99		
			OPERATING FUND	BOOKS	\$2.93		
			Total this claim		\$29.90		
19598	27	RENSSELAER REPUBLICAN	OPERATING FUND	PERIODICALS & NEWSPAPER	\$107.00	01/08/2001	Annual Newspaper Subscription, 1/10/01-02 (Whtfld) and 1/11/01-02 (Rens)
			OPERATING FUND	PERIODICALS & NEWSPAPER	\$106.25		
			Total this claim		\$213.25		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
19599	28	RS ENTERPRISES	OPERATING FUND	BUILDING & STRUCTURES	\$530.00	01/08/2001	Snow Removal @ DeM. Lib., 12/21-12/28-00
Total this claim					<u>\$530.00</u>		
19600	29	SECURITY COURIERS CORP.	OPERATING FUND	MAINTENANCE/SERVICE CON	\$178.11	01/08/2001	Transport Service, 12/22/00 (4 day only)
Total this claim					<u>\$178.11</u>		
19601	30	TERRY J. FERRELL	OPERATING FUND	BUILDING & STRUCTURES	\$40.00	01/08/2001	Snow Plowing 12/20/00 @ Wh. Lib.
Total this claim					<u>\$40.00</u>		
19602	31	TRUGREEN-CHEMLAWN	OPERATING FUND	OTHER OPERATING SUPPLIE	\$240.00	01/08/2001	Ice Melt
Total this claim					<u>\$240.00</u>		
19603	32	POSTMASTER GENERAL	OPERATING FUND	POSTAGE	\$680.00	01/08/2001	2000- .34 cent stamps
Total this claim					<u>\$680.00</u>		

Total Amount of Claims \$29,260.61

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, January 04, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$29,260.61

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

FEB.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, February 12, 2001 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of January meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Updates(R 7)
- D. Policy review (R 9)

General Business

- A. Annual Reports: Rensselaer Librarian & Children's Librarian
- B. Library Automation Vendor Selection (R 23)
- C. Online bank account viewing access (R 21)
- D. Library Survey (R 17)
- E. Board meeting location change (R 18)
- F. Fund raising Committee meeting location change (R18)

Information
Action
Action
Action
Information
Action

Director's Report (R 17-R 22)

Discussion

Items for future Agendas

Public Forum

Adjournment

MinutesJanuary 8, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Joan Floyd, Mark Heinig III, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, & Gail Jung. Guests: Jen Evers & Sheila Maxwell.

Agenda/Consent Agenda: The Salary Ordinance was removed from the Consent Agenda for further explanation. On a motion by S. Deardorff, seconded by M. Crawford, the Agenda and Consent Agenda items including the December 12th and 27th Minutes, Financial Reports, CIL Workshop request, LCD Projector Policy and Circulating CD-Rom Policy with no new changes, and year-end transfers and encumbrances as previously approved, were unanimously accepted. Motion passed.

2001 Salary Ordinance: the director presented a brief synopsis of changes in employee hours and classifications. M. Crawford moved to approve the 2001 Salary Ordinance. M. Heinig seconded the motion. Motion passed.

Annual Reports: Jen Evers, Technical Services Librarian, highlighted the past year's activities in her department noting that the automation migration was the most significant undertaking. Procedure Manual updates, cataloging, database cleanup, meeting unique challenges for DVD and Express book cataloging, reclassifying books, book series ordering problems, etc. were also addressed. Renovations to our webpage are underway and a new look should be forthcoming in the very near future. 2001 will bring about exciting changes and new challenges as we migrate. Included will be profiling our system, new procedures, staff training, changes in T.S. workflow, etc.

Sheila Maxwell, System Administrator, presented a picture of an incredible number of activities accomplished as well. New cable connections, improved disaster recovery and firewall software, switches for faster communications between branches, greater server speed, DAT Tape drives for quicker backups and restore, acquisition of free used file server for parts, were just a few of the improvements in 2000. In addition, purchase of a digital camera and 'tracking' software for on-line and cd-rom databases, provision of migration assistance, and procedural updates were completed. Continuous USF paperwork to get telecommunication discounts requires a tremendous amount of time and effort. Purchases were also made using LSTA Technology Grant money during the year. The application for the Gates Library Foundation for 1 free pc for each library system has been filed. It is anticipated that the migration to a new automation system will require a respectable amount of support from this department in 2001 beside the normal maintenance and purchases for the network.

DeMotte Building Problems: Precision Control listed their recommendations based on Seico's report for heating improvements at DeMotte Library in the amount of \$82,000. Each improvement was priced individually giving us the opportunity to make changes gradually if needed.

Ice damming is causing water damage on the inside of the library mostly along the perimeter of the building. It is possible that heating problems can be solved by addressing inadequate insulation problems and adding heat tape along the gutters, downspouts, roof edge and valleys. The heating repairs could then be avoided. Seico who also does structural evaluations, suggested blocking in the sides of the attic area from outside air with perimeter walls and then applying a spray-on foam insulation to the underside of the roof and, which would prevent heat loss which causes the icing effect. Estimated high cost for this is about \$150,000.

The director stated that a "PFEET" loan (Public Facility Energy Efficiency Program) could be applied for up to \$100,000. A free energy audit would be needed as the first step towards this loan.

The board also took into consideration the migration project in determining how to address these problems. They agreed to begin by applying for an energy audit and install heat tape once the roof is dry enough to apply, and delay the Precision Control recommendations at this time until we can resolve the ice damming at the DeMotte Library and determine whether added insulation would provide a more satisfactory resolution of the heating problems as well as the water problems.

Wheatfield Building Project: An aerial view of the parcels of land behind the library was studied. It has been determined that we will need about an additional 8,000 sq. ft. of space to meet our needs. A feasibility study would determine the cost effectiveness of building new or an addition, layout, needs, size, etc. Joel Blum, InterDesign Group architect, estimates his cost would be \$7500-10,000 for this study. Some or all of this cost could be applied to the architectural fees of the building project if InterDesign were selected as architect for the project. The board decided to put a hold on a decision for now until costs for the migration project and DeMotte heat problems are known. They agreed that the Feasibility Study should be started this year if possible.

Board Committee Assignments: Budget - M. Heinig, S. Deardorff, M. Crawford; Nominating - M. Heinig, M. A. Sayler, M. Crawford; By-Laws & Policy - M.A. Sayler, S. Deardorff, T. Schultz; Director's Evaluation - A-M Egan & J. Floyd.

Meeting Room Use @ DeM. Library: Permission was granted to TOPS to use the meeting room on a weekly basis from 9:00-10:30 AM on Wednesdays on a motion by S. Deardorff,

seconded by J. Floyd. Motion passed. TOPS claim any fines go toward maintaining the program.

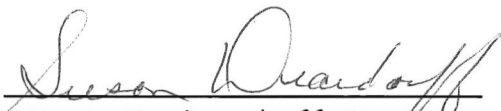
Director's Report: Snowy weather closed the libraries early and/or delayed their opening on three days in December. The president was notified.

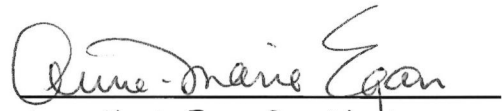
State Board preliminarily approved the budgets for 2001. Receipts were calculated greater than those submitted, reducing the Operating balances and tax rates. The amount of money for CPF budget was reduced below the four cent ceiling to 3.83 cents even though we had prepared the budget higher at 5.28 cents. We will seek assistance from SBTC (State Board of Tax Commissioners) to better understand how to figure next year's CPF in order to get the full four cents allowed.

P. Stringfellow, Rensselaer Headquarters Librarian, has completed her MLS degree. The Board requested that an article with her picture appear in the local newspapers.

NILBA Dinner: Reservation forms have not yet been received for the January 31st meeting scheduled to be held at Teibels. Board members will be contacted when details are received.

With no other business to discuss, the meeting adjourned at 8:47 PM on a motion by M. A. Sayler, seconded by T. Schultz.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

Minutes.....January 08, 2001
Meeting of the Jasper County Public Library Board 8:47 PM
Rensselaer Library

BOARD OF FINANCE MEETING

Present: Anne-Marie Egan, Mark Heinig III, Tim Schultz, Mike Crawford, Joan Floyd, Sue Deardorff, Mari Anne Sayler, Lynn Daugherty, & Gail Jung

Election of Officers: M. Heinig moved, seconded by M. Crawford, to elect the 2001 JCPL Board officers to hold the same positions on the Board Of Finance. Motion passed.

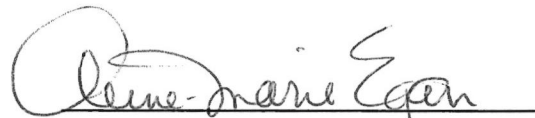
Designation of Newspapers: The board designated the Rensselaer Republican and KV Post Newspapers to receive our public notices and legal advertisements for 2001 on a motion by M. Crawford. Motion seconded by M. Heinig. Motion passed.

Financial Report: During year 2000 the library spent 92.4% of the Operating Fund appropriations which includes the \$23,068.45 encumbered. The year ended with an Operating Fund balance of \$458,635.22. This amount will provide us a four-month cash flow for 2001 until CAGIT disbursement is receipted the beginning of May. Our receipts were \$53,737.01 greater than expenses. 2000 Certificate of Deposits generated \$21,992.37. The board was pleased with the financial picture presented.

Accounting Practices: Approval was granted on a motion by J. Floyd, seconded by M. Crawford, to adopt the accounting practices for 2001 as presented. The IRS approved mileage rate for 2001 is \$.345 per mile. Motion was unanimous.

With no further business the meeting was adjourned at 8:52 PM on a motion by S. Deardorff, seconded by T. Schultz.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

January 2001

DEMOTTE

RENSSELAER

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	--------------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

**Total
Circ.**

Fiction	56	42	2,189	45	49	2,738	81	9	845	5,772
Nonfiction	106	52	1,638	78	32	1,504	62	31	591	3,733

Fiction	51	31	2,744	82	1	2,343	38	0	1,165	6,252
Nonfiction	9	2	667	42		842	4	0	231	1,740

Magazines,Adult	756	420	216	1,392
Magazines, Child	58	32	19	109
Graphic Mat'l	0	0	0	0
Internet Use	226	709	77	1,012
Microforms				0

Sound Rec/Adult		3	318	2	30	682	1	2	207	1,207
Sound Rec/Child			76			55			24	155
Online Databases										
CD ROM software		1	98	1		152		1	73	323
Software										
Vertical Files			60			16			1	77
VHS/DVD	2	2	862	6	101	1,617	1	25	675	3,154
Equipment			0			0			0	0
TOTAL	224	133	9,692	256	213	11,110	187	68	4,124	24,926

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	48,983	58,757	26,182
Daily Average Circulation	373	427	121
Percent Increase/Decrease	8.5%	12.1%	-2.2%

[illegible]

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	23,059	24,926	8.1%
Jan. to date circulation	23,059	24,926	8.1%

CIRCULATION BY ITEM FINE CODE
January 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	49	34	24	107
100 (1)	83	80	22	185
200 (2)	72	38	21	131
300 (3)	182	217	75	474
400 (4)	20	24	14	58
500 (5)	48	42	8	98
600 (6)	562	442	234	1238
700 (7)	266	187	85	538
800 (8)	28	59	13	100
900 (9)	188	202	41	431
B (10)	64	97	31	192
j000 (11)	13	5	1	19
j100 (12)	0	40	5	45
j200 (13)	14	22	3	39
j300 (14)	85	104	27	216
j400 (15)	15	29	3	47
j500 (16)	117	163	54	334
j600 (17)	97	145	39	281
j700 (18)	125	121	35	281
j800 (19)	21	19	10	50
j900 (20)	131	126	30	287
jB (21)	49	68	24	141
FIC (22)	1465	1707	673	3845
yaFIC (23)	67	109	22	198
LARGE PRINT (24)	82	89	16	187
jFIC (25)	299	371	156	826
jE (26)	1646	1389	636	3671
jER (27)	503	292	254	1049
Magazines (28)	756	420	216	1392
Games/Toys (29)	0	0	0	0
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	1	1	1	3
jCassettes (33)	4	7	1	12
Compact Discs (34)	183	459	135	777
jCompact Discs (35)	7	4	1	12
Sound Recordings (36)	134	222	71	427
jSound Recordings (37)	65	44	22	131
CD ROM Software (38)	98	152	73	323
Vertical File (39)	60	16	1	77
Equipment (40)	0	0	0	0
yapFIC (41)	172	151	30	353
jpFIC (42)	296	291	119	706
Reference (43)	73	79	20	172
Genealogy (44)	0	2	3	5
jMagazines (45)	58	32	19	109
VHS (46)	846	1500	654	3000
Computer software (47)	0	0	0	0
Internet usage (49)	226	709	77	1012
Textbooks (50)	3	0	0	3
Professional Collect.(51)	0	1	0	1
DVD (52)	16	117	21	154

Express books (53)	0	94	0	94
Free reads	403	582	104	1089
Puzzles				0
Talking books		6		6
Assignment shelf books				0
TOTAL	9692	11110	4124	24926

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS SPENT	
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	197	43	116	25	190	41	503	109
LOCAL HISTORY								
In person	2	1	10	3	0	0	12	3
Letters written	1	1	7	7	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	10	1	32	3	8	1	50	4
VCR Use	3	0	1	0	0	0	4	1
Microforms	4	1	52	7	0	0	56	7
CD ROM/Online databases used	24	2	85	7	8	1	271	23
Typewriter use	4	0	0	0	0	0	4	0
Other equipment used	9	3	3	1	0	0	12	4
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	4	3	38	25	0	0	42	28
Notarized documents	2	1	2	1	2	1	6	2
Meeting Room Use (no. of groups)	73	24	27	9	36	12	136	45
Study room use	13	1	22	2	3	0	38	3
INTERLIBRARY LOANS								
Requests made for:	59	15	75	19	23	6	157	39
Items rec'd for:	72	36	75	38	20	10	167	84
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Borrowers--Start of month:	7713	7986	3109	18808
Borrowers--End of month:	6943	7328	2861	17132
Non-resident, paying	3	7	0	10
PLAC card users	0	1	0	1
Reciprocal borrowers	198	131	5	334

PROGRAMS

Programs for all ages	0	0	0	0	0
Children's Programs (0-13)	17	102	13	78	0
Number attending	251		204		455
YA Programs (14-17)	4	24	1	6	0
Number attending	73		6		79
Adult Programs	10	60	15	90	4
Number attending	33		127		11
Senior Citizen Programs	1	6	2	12	0
Number attending	4		13		4
Total Number of Programs	32	192	31	186	4
Total Persons Attending	361		350		15
Total Attending Same Month Last Yr.	323		101		135
Total Staff Hours Spent		323		332	
Hours Spent Same Month last year		241		203	
					95
					762
					135
					579

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	1242	13.6%	1658	15.9%	438	11.0%	3338	14.1%
Adult Female (1)	5586	60.9%	5677	54.4%	2391	59.8%	13654	57.8%
Juvenile 0-11 (2)	1352	14.8%	1206	11.6%	384	9.6%	2942	12.5%
YA 12-17 (3)	281	3.1%	535	5.1%	73	1.8%	889	3.8%
Nonresident No Fee (4)	84	0.9%	252	2.4%	196	4.9%	532	2.3%
Board/Staff (5)	277	3.0%	661	6.3%	291	7.3%	1229	5.2%
School (6)	5	0.1%	18	0.2%	0	0.0%	23	0.1%
St. Joseph College (7)	0	0.0%	114	1.1%	0	0.0%	114	0.5%
State Library Card (8)	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	0	0.0%	19	0.2%	0	0.0%	19	0.1%
Corporate (10)	1	0.0%	105	1.0%	210	5.3%	316	1.3%
Reciprocal (11)	336	3.7%	195	1.9%	17	0.4%	548	2.3%
Total	9165		10440		4000		23605	
Total items borrowed by nonresidents	426	4.6%	598	5.7%	213	5.3%	1237	5.2%

Salary Ordinance 2001

Updated 2/5/01

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date
Filson, Stephanie	Lib Asst II	\$10.50	\$13,104.00	24	R	1/2/96
Havens, Denise	Page	5.50/5.60/5.70	\$2,976.00	10	D	1/18/01
Molenaar, Mary	Lib. Asst 1	7.25,7.35,7.50	\$5,316.80	16	R	2/12/01
Rhoades, Richard	Janitor/Maint	\$10.00	\$3,120.00	6	D	1/1/01
Vis, Virginia	Janitor	\$9.75	\$8,112.00	16	D,W	7/23/96

Stephanie Filson has decreased her hours from 40 to 24, to attend school. Mary Molenaar will take over the remainder of Stephanie's hours in the capacity of Library Assistant I. Richard Rhoades decided he did not want to be on the library's regular payroll and will work occasionally as a self-employed person in a handyman capacity. Ginger (Virginia) Vis will temporarily work 4 of Richard Rhoades janitor hours, and Rose Howard will work the other two hours.

Denise Havens will take Ginger's page hours at DeMotte, since Ginger has been promoted to the new Clerk position.

We have examined and approved the year 2001 Jasper County Public Library Salary Ordinance on the previous page, totaling \$732,866.14. Dated January 8, 2001

Susan Deardorff

Jean A. Lloyd

John D. Egan

Carmine Egan

Mark Heering

Mari Anne Sayle

Timothy M. Schultz

MEMORANDUM
Circulation Policy
Staff Code of Ethics

Summary: The Policy Committee recommends no changes in the Staff Code of Ethics. It recommends changes in the Circulation Policy as indicated by highlighted text on the next pages.

Discussion: All recommended changes in the Circulation Policy have already been approved by the Board at various times, with the exception of the change in the cost of computer disks. When disks were priced higher, we charged 70 cents each, for those wanting to download and take home work they completed on the library's computers. We pay only 35 cents per disk at this time and wish to charge no more than our cost.

We also discussed whether we should expand the materials we are willing to lend to reciprocal borrowers. Most Indiana public libraries who have signed the reciprocal borrowing agreement loan all materials. We loan only books and magazines. The reasoning for limiting the loans is that only taxpayers in our library district pay for those materials. Is it fair to them to loan them to persons outside our district? Almost all of our reciprocal borrowers are from Newton County and Carpenter Township in Jasper County. Those libraries loan only books and magazines, and books to those outside their taxing district, respectively. The committee felt we should reciprocate by loaning only books and magazines.

Vote: To approve the Staff Ethics Policy as previously written and the Circulation Policy with changes recommended by the Policy Committee.

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

An annual fee of \$54 is assessed for out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM
Tues, Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th. : 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos:	2 videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.
Circulating CD-ROMs:	2 items per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 items per borrower's card.
All other materials:	Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's items	\$.05 per day per item

Fines and fees, continued

Videos, Express Books & DVDs:	\$1.00 per day per item
Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
Circulating CD-ROMs:	\$1.00 per day per item
Textbooks:	\$1.00 per day per item
Overdue materials referred to collection agency:	\$10.00 per borrower (omitted "plus per item processing fee")

Audiovisual Equipment Loans: \$2.00 per day; \$10.00 deposit refunded when material is returned undamaged

Lost or damaged pamphlets: \$1.00 per item plus \$1.00 processing fee

Lost or damaged CD ROMs: Original cost of item plus \$10.00

Lost or damaged CD ROM

user's guide, notebook: \$5.00 for first item, \$10 for more than 1 item

Lost or damaged magazine: Original cost of item plus \$3.00 processing fee

Other lost or damaged materials: Original cost of the item plus a \$5.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00 all hardback books, videos, CD's and audiocassettes

\$5.00 all nonfiction paperbacks

\$3.00 all fiction paperbacks

\$2.00 all magazines

\$1.00 all vertical file items, newspapers, college catalogs

\$15.00 all lease books

\$ 5.00 all Landmark (leased) audiocassettes

\$ 5.00 all Landmark (leased) audiocassette cases

Replacement cost of IVAN CD-ROMS will be determined by IVAN personnel.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:Customer-operated copiers (at DeMotte & Rensselaer): 10 cents per single sideStaff-operated copiers (at DeMotte & Rensselaer): 20 cents single side

40 cents double side

Wheatfield copier:

15 cents single side

20 cents double side

Transparencies:

40 cents each

Printing Fees:CD-ROM/Online Workstations and Internet Workstations:

First 5 pages are free. 10 cents for each page thereafter.

Computer Workstations for Word Processing, etc.: 10 cents per pageMicrofilm/fiche Workstations: 30 cents per pageComputer disk purchase: \$.35 each 3 $\frac{1}{2}$ " disk (changed from \$.70, since disks are cheaper now)Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons with the exception of videos, DVD's and Express Books. Videos & DVDs will only be reserved for teachers using them in educational settings, and for groups needing a video, which has been cleared for public performance, for a particular date.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; updated 2/00; 2/01 (draft)

Dr. Timothy C. Turngren,
Pastor, Wheatfield Reformed Bible Church

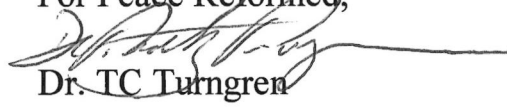
To: Wheatfield Public Library
re: Use of Public Meeting Room

It is my understanding that the Board of the Library desires to have a statement of our intent concerning the use of the Meeting room on Sundays. We have been granted the use of the room since August of this year, for which we are very thankful. As far as we can determine based on our growth, we hope that we will outgrow the meeting room sometime this spring. There have been several times already when we have used all of the chairs and room, but it has not been consistent.

In my last talk with Diana, I said that we hoped sometime in the spring to move to a larger meeting place, and that is still in our plans. We have asked to have the meeting room through February, and most likely for another three months after that. I understand your concern that no one group ties us a public facility for lengthy periods. Although it is possible, as of right now it is unlikely we would need the meeting room past June/July - which would put our use under a 1-years length.

Again, we greatly appreciate the use of the Facility.

For Peace Reformed,


Dr. TC Turngren

From: Lynn Daugherty <LDaugherty@mail.jasperco.lib.in.us>
 To: "Diana Kooy" <DKooy@mail.jasperco.lib.in.us>
Subject: Re: meeting room policy
 Date sent: Mon, 5 Feb 2001 08:20:24 CST

Why not tell him that if he feels he is not going against our policy about freewill offerings and donations, and his attorney concurs, we would we would like to have something in writing from his attorney before Monday, so we can present it to our attorney to see if he feels the church's actions conform to our policy.

Lynn

from From: "Diana Kooy" <DKooy@mail.jasperco.lib.in.us>
 Organization: Jasper County Public Library
 To: LDaugherty.RPL.JCPL@mail.jasperco.lib.in.us
 Date sent: Sat, 3 Feb 2001 16:53:43 CST
 Subject: meeting room policy
 Priority: normal

> I talked to Tim Turngren this morning when he came to pick up the key
 > for the church group tomorrow.
 >
 > I told him about the meeting room policy which has been revised to be
 > more clear. What he told me in response was: "I'm not sure that they
 > can stop us from taking a collection. That is an essential part of
 > who we are as a group." I explained that we can't have, as an example,
 > speakers coming and then asking for an offering. He said the money at
 > a service is not a donation or free will offering, as mentioned in the
 > policy. He wasn't able to give me the proper term for what they take
 > up (as far as what the gov't call it). He said he is very aware of it
 > right now, because he has been working on tax forms (930 or 903, I
 > can't remember which he mentioned) and the government does not call it
 > that. He has to work within a very narrow area of what is legal to be
 > tax exempt, etc., as a church, he said. He's going to have Bob
 > Gabrielse look it over.
 >
 > He is not trying to be difficult or be a problem, because he can
 > understand that we are trying to not be taken advantage of, but he
 > says he does not fit into any of the categories (donation, free will)
 > mentioned in the policy and are prohibited.
 >
 > I was a little stunned to get this "opposing view" back. What is your
 > take on this? He really appreciates being able to meet here, and
 > wondered if he had to resubmit his request for the February Board
 > meeting since it has been 3 months. He had left the impression to the
 > Board that he would be here through June, so thought that it may not
 > need the resubmission this time.
 >
 > I think the Board will have to decide whether they want church

> groups to meet or not. I'm not totally in agreement that the money
> they receive isn't a free will offering, but it IS a part of who they
> are.
>
> Always something to keep us on our toes!
>
> Diana
> Diana Kooy, Agency Librarian
> Wheatfield Public Library
> 170 S. Grace St. Wheatfield, IN 46392
> 219-956-3774
> FAX 219-956-4808
> dkooy@jasperco.lib.in.us



Please help the Jasper County Public Library plan for the future by completing this survey and returning it to your library. Please complete only ONE survey. We appreciate your help.

1. Please check below (Section A) if you *or* a member of your family has borrowed items from a Jasper County Public Library during the past 12 months. Note your level of satisfaction with the quantity and quality of items of each type you borrowed by circling 1,2,3,4 or 5 in Section B.

(Section A)

(Section B)

	Excellent		Adequate		Unsatisfactory
<u>Library materials borrowed</u>					
☐ a. Adult books	1	2	3	4	5
☐ b. Children's books	1	2	3	4	5
☐ c. Young Adult books	1	2	3	4	5
☐ d. Magazines/newspapers	1	2	3	4	5
☐ e. Books on tape	1	2	3	4	5
☐ f. Books on CD	1	2	3	4	5
☐ g. Videos	1	2	3	4	5
☐ h. DVDs	1	2	3	4	5
☐ i. CD-Roms	1	2	3	4	5

☐ j. We have not used the Jasper County library during the past 12 months.

If you checked not satisfied (#4 or #5) for any item in Question 1, please explain.

2. Library hours are:

DeMotte: 9-8 Monday and Thursday	9-6 Tues. & Wed.	9-5 Friday & Saturday
Rensselaer: 9-8 Mon through Thursday		9-5 Friday & Saturday
Wheatfield: 9:30-5:30 Monday, Wed. & Thurs,	9:30-8 Tuesday	9-5 Friday & Saturday

On a scale of 1 - 5, with 1 being very convenient and 5 being very inconvenient, how would you rate the convenience of library hours?

Please circle one: 1 2 3 4 5

Which library do you most often use? ☐ DeMotte ☐ Rensselaer ☐ Wheatfield

If you rated Question 2 with 3, 4 or 5, what changes would you suggest to make hours more convenient to you?

If you do not use the Jasper County Public Library, why not?

3. If we offered the following technologies, which ones would you use?

	Very likely	Possibly	Unlikely	Don't know
E-books (books read on hand-held computers)	___	___	___	___
TTD's (for hearing-impaired access)	___	___	___	___
Equipment for visually-impaired	___	___	___	___
Other _____	___	___	___	___

4. What changes would increase your satisfaction with the Jasper County Public Library?

C. INFORMATION ABOUT YOU

1. Do you live in Jasper County? ___ Yes ___ No

Do you live elsewhere, but work in Jasper County? _____

Do you live in Carpenter Township? ___ Yes ___ No

2. Are you currently a student? ___ yes ___ no

3. Are you ___ Male ___ Female

4. What is your age? ___ 14 to 18 ___ 19 to 24 ___ 25 to 59 ___ 60+

Thank you for taking the time to complete this survey.

MEMORANDUM

Library Automation System

Summary: The Library Migration Committee recommends that JCPL migrate to the TLC (The Library Corporation) automation system. The system provides basically all that we requested, plus some wonderful added bonuses. The cost of the system will be about \$124,000. Annual maintenance fees will be about \$21,400. We do not know of any major changes to our present network which this installation will require.

Discussion: We still have issues to negotiate. One, of interest to the board, is the Performance Bond. This is a bond we can require a vendor to obtain which will pay us in case they do not fulfill their contract. It will cost the library an additional \$3,867. Our consultant, Dick Boss, has advised us not to spend the money on a performance bond with this company. In his experience with them, they have always provided 110% of what they promised. Our attorney agrees that a performance bond is not always required.

Action to be taken:

1. The board will have to decide whether to require a performance bond.
2. You must decide whether to enter into negotiations with The Library Corporation for an automation system.
3. We have \$100,000 in our Capital Projects Fund earmarked for this purpose. We have \$50,000 in the Operating Fund to be allocated, if we so desire, to the LIRF at the end of the year, or to be used for major purchases or repairs during the year. We have \$22,880 in our LIRF account which could be appropriated for major purchases or repairs.

You will need to determine whether to take the extra \$24,000

- ☐ out of this year's LIRF allocation of \$50,000 which is in the Operating Fund,
- ☐ out of other unexpended money in the Operating Fund if the money is available at the end of the year,
- ☐ out of LIRF, or
- ☐ whether to negotiate a lease with TLC for the \$24,000 (estimated).

Vote:

1. To require (or not to require) a performance bond
2. To enter into negotiations with The Library Corporation (TLC) for an automation system as specified in our RFP and their Proposal, with the aid of Richard Boss, automation consultant.
3. To pay for the project with \$100,000 from the Capital Projects Fund and the remainder from _____

or

to negotiate a lease with TLC for the remaining sum not covered by the Capital Projects Fund

or

to pay for the remainder from either the operating fund or LIRF, once we determine the cost of DeMotte building repairs and the availability of various funds

JCPL FINANCIAL STATEMENT

January 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$90,820.09	\$90,820.09	\$5,482.19	\$5,482.19	\$373,297.32
Includes Investments of: \$252,614.80						
Public Library Access Card Fund	\$72.00	\$72.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$0.00	\$0.00	\$75.00	\$75.00	\$5,499.45
DeMotte	\$1,051.81	\$0.00	\$0.00	\$25.00	\$25.00	\$1,076.81
Rensselaer	\$3,736.82	\$0.00	\$0.00	\$50.00	\$50.00	\$3,786.82
Wheatfield	\$635.82	\$0.00	\$0.00	\$0.00	\$0.00	\$635.82
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$100.16	\$100.16	\$22,878.62
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$0.00	\$0.00	\$0.00	\$83,496.65
Includes Investments of: \$83,496.00						
Capital Projects Fund	\$163,889.20	\$0.00	\$0.00	\$0.00	\$0.00	\$163,889.20
Includes Investments of: \$163,889.20						
st/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,561.55	\$5,561.55	\$5,561.55	\$5,561.55	\$0.00
FICA Tax Collected	\$0.00	\$4,140.20	\$4,140.20	\$4,140.20	\$4,140.20	\$0.00
State Tax Collected	\$1,740.67	\$1,740.67	\$1,740.67	\$1,821.79	\$1,821.79	\$1,821.79
County Tax Collected	\$468.08	\$468.08	\$468.08	\$504.25	\$504.25	\$504.25
IN Deferred Comp.	\$0.00	\$2,584.70	\$2,584.70	\$2,584.70	\$2,584.70	\$0.00
#125 Plan	\$0.00	\$0.00	\$0.00	\$1,460.96	\$1,460.96	\$1,460.96
Employee Health Insur.	\$0.00	\$9.00	\$9.00	\$9.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$4,186.03	\$4,186.03	\$1,402.26	\$1,402.26	\$1,402.26
Credit Union	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$109,632.32	\$109,632.32	\$23,192.06	\$23,192.06	\$654,460.50

Bank Balances**Jasper County Public Library****Report as of: 01/31/2001**

<i>Bank</i>		
1	Peoples State Bank	\$127,771.18
2	Demotte State Bank	\$3,600.70
3	Lafayette Bank & Trust-LIRF	\$22,878.62
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14	Rens. Bank'g Ctr. CD#400037126	\$0.00
15	Rens. Bank'g Ctr. CD#400037128	\$200,000.00
16	Rens. Bank'g Ctr. CD#400037161	\$200,000.00
17	Rens. Bank'g Ctr. CD#400037160	\$100,000.00
Total all banks =		\$654,460.50

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.581	OPER	11/13/2000		
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.311	CPF	12/27/2000	\$3,164.07	
				\$63,889.20		CPF		\$983.20	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,094.50</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.311		12/27/2000	\$3,077.70	

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.551	OPER	11/13/2000	\$1,148.67	

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 01/01/2001 To 01/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,869.66	\$3,869.66	\$43,346.34	8.2
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$48,898.69	\$48,898.69	\$586,855.31	7.7
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$2,812.61	\$2,812.61	\$39,749.39	6.6
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,140.20	\$4,140.20	\$51,362.80	7.5
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$149.21	\$149.21	\$1,845.79	7.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$7,325.76	\$7,325.76	\$24,367.24	23.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$0.00	\$30,586.00	\$84.00	\$84.00	\$30,502.00	0.3
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
Subtotal	\$846,809.00		\$846,809.00	\$67,280.13	\$67,280.13	\$779,528.87	7.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$0.00	\$6,200.00	0.0
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.0
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$284.66	\$284.66	\$4,515.34	5.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$10.38	\$10.38	\$989.62	1.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.0
Subtotal	\$24,360.00		\$24,360.00	\$295.04	\$295.04	\$24,064.96	1.2
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$0.00	\$6,361.50	0.0
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$144.00	\$144.00	\$5,856.00	2.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$666.25	\$666.25	\$6,333.75	9.5
3.22 POSTAGE	\$4,900.00	\$0.00	\$4,900.00	\$680.00	\$680.00	\$4,220.00	13.9
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$958.00	\$958.00	\$7,042.00	12.0
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$171.54	\$171.54	\$7,828.46	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$1,259.00	\$1,259.00	\$9,741.00	11.4
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$2,590.47	\$2,590.47	\$23,409.53	10.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$1,517.68	\$1,517.68	\$44,482.32	3.3
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$59.85	\$890.15	6.3
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$225.06	\$225.06	\$2,174.94	9.4
3.61 BUILDING & STRUCTURES	\$48,000.00	\$0.00	\$48,000.00	\$1,630.90	\$1,630.90	\$46,369.10	3.4
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$9.95	\$270.05	3.6
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$1,293.03	\$1,293.03	\$1,306.97	49.7
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$277.11	\$277.11	\$53,330.39	0.5
Subtotal	\$279,195.00	\$19,224.00	\$298,419.00	\$11,482.84	\$11,482.84	\$286,936.16	3.8
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$239.00	\$44,664.00	\$160.97	\$160.97	\$44,503.03	0.4
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$4,624.12	\$4,624.12	\$148,981.33	3.0
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$615.17	\$615.17	\$23,384.83	2.6
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$6,361.82	\$6,361.82	\$53,638.18	10.6
Subtotal	\$278,425.00	\$3,844.45	\$282,269.45	\$11,762.08	\$11,762.08	\$270,507.37	4.2
Grand Total	\$1,428,789.00	\$23,068.45	\$1,451,857.45	\$90,820.09	\$90,820.09	\$1,361,037.36	6.3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv

Register of Claims
Jasper County Public Library

Report Date: From 01/01/2001 To 01/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
19571	1	ACE HARDWARE	01/08/2001	Carpet Glue & Tape, 8' Ladder, Rock Pick	\$216.01
19572	2	ALEXANDER HAMILTON INSTI	01/08/2001	Payroll Legal Alert Subscription - 1/2001	\$99.00
19573	3	ANTHEM BENEFIT ADMINISTR	01/08/2001	Cobra Administrative Fee for 2001-12 employees	\$144.00
19575	4	ARLINGTON/ROE	01/08/2001	D&O Liability Insurance for 2001	\$1,259.00
19576	5	AUSTIN BOOK SALES	01/08/2001	Continuations-Opportunities in....	\$133.44
19577	6	AVC CORPORATION	01/08/2001	Financial Service Contract -Jan 2001	\$99.00
19578	7	BAKER & TAYLOR	01/08/2001	Books, Continuations, AV, & Title Source Subscription	\$5,515.69
19579	8	BELL & HOWELL	01/08/2001	Rens. Republican Microfiche 5/00-8/31/00	\$81.90
19580	9	BUREAU OF BUSINESS PRAC	01/08/2001	Social Security brochures	\$23.42
19581	10	CHIEF, CDS	01/08/2001	Library of Congress Subject Headings-24th ed. & Free Floating Subdivisions-13th ed.	\$305.00
19582	11	CULLIGAN	01/08/2001	Water cooler rental-January '01 @ Wh. Lib.	\$9.95
19583	12	D&J LAWN CARE, INC.	01/08/2001	Lawn Mowing-October 2000 @ DeM. Lib.	\$195.00
19584	13	DEMOTTE CARPET	01/08/2001	Repairs to carpet @ DeM. Lib.	\$150.00
19585	14	GALE GROUP	01/08/2001	Something About the Author (Continuations Books)	\$116.52
19586	15	INCOLSA	01/08/2001	Discovering & Exploring Series database subscription-1/1/01-12/31/01 & Kids Using Library workshop, 3/15/00, Saxon, Fagen, Kros	\$4,779.00
19587	16	INDIANA DEPT.OF WORKFOR	01/08/2001	Unemployment Compensation 4th Qtr Payment	\$149.21
19588	17	INDIANA LIBRARY FEDERATIO	01/08/2001	2001 Institutional and Trustee Membership Dues	\$1,293.03
19589	18	INDIANA STATE LIBRARY	01/08/2001	Plac Card Sales - 4 th qtr 2000	\$72.00
19590	19	INGRAM	01/08/2001	Paperback books	\$66.92
19591	20	INSPIRATIONAL BOOK DISTRI	01/08/2001	Christian Books	\$159.47
19592	21	JOURNAL AND COURIER	01/08/2001	Newspaper subscription-DeM. Lib., 1/25/01-1/23/02	\$197.60
19593	22	KONE, INC.	01/08/2001	Replaced Bad Output Board on elevator.	\$370.90
19594	23	OOMS DISPOSAL SERVICE IN	01/08/2001	Trash Pick-up @ DeMotte Lib. 1/01-3/31/01	\$56.50
19595	24	PHILIP N. HOWARD	01/08/2001	Snow Removal & Ice Removal from roof @ Wh. Lib.	\$345.00
19596	25	PUBLIC EMPLOYEES' RETIRE	01/08/2001	4th Qtr 2000 Payment	\$11,511.79
19597	26	REGENT BOOK CO., INC.	01/08/2001	Continuations - BH&G books	\$29.90
19598	27	RENSSELAER REPUBLICAN	01/08/2001	Annual Newspaper Subscription, 1/10/01-02 (Whtfld) and 1/11/01-02 (Rens)	\$213.25
19599	28	RUSSELL R. SESSIONS	01/08/2001	Snow Removal @ DeM. Lib., 12/21-12/28-00	\$530.00
19600	29	SECURITY COURIERS CORP.	01/08/2001	Transport Service, 12/22/00 (4 day only)	\$178.11
19601	30	TERRY J. FERRELL	01/08/2001	Snow Plowing 12/20/00 @ Wh. Lib.	\$40.00
19602	31	TRUGREEN-CHEMLAWN	01/08/2001	Ice Melt	\$240.00
19603	32	POSTMASTER GENERAL	01/08/2001	2000- .34 cent stamps	\$680.00
0	33	PAYROLL	01/10/2001	PAYROLL	\$26,041.92
19604	34	INDIANA DEFERRED COMPEN	01/10/2001	Withheld From Payroll 10 JAN '01 Daugherty,Fagen,Filson,Stringfellow, Woods,Maxwell,Weed, Beedle,Jung	\$1,292.35
19605	35	LA-PORTER FEDERAL CREDIT	01/10/2001	Withheld From Payroll 10 JAN '01 Rusher	\$25.00
19606	36	NORTHWESTERN INDIANA TE	01/10/2001	Local Telephone Service-D	\$65.82
19607	37	SPRINT	01/10/2001	Telephone Service-Jan '01;Ren	\$560.66
19608	38	SPRINT	01/10/2001	Long Distance Telephone Service Dec '00	\$38.44
19609	39	TOWN OF DEMOTTE	01/10/2001	Sewer Services Nov '00	\$47.86
19610	40	TOWN OF WHEATFIELD SEW	01/10/2001	Sewer Service Jan '01	\$41.05
0	41	INDIANA DEPARTMENT OF RE	01/19/2001	State & County Taxes Withheld DEC '00 (Ref #97296,verif #30, 1/9/01 @ 10:26 am)	\$2,208.75

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	42	INTERNAL REVENUE SERVIC	01/11/2001	FICA & FED Taxes Withheld from Payroll 10 JAN 00 (Ref #25223469, 1/9/01 @ 10:23 am)	\$6,430.45
19455	43	LA-PORTER FEDERAL CREDIT	01/09/2001	VOID CK and A/P #982 -Account Lost Check.	(\$25.00)
19611	44	LA-PORTER FEDERAL CREDIT	01/09/2001	Replacement for lost check #19455, dated 12/10/00	\$25.00
0	45	JASPER COUNTY PUBLIC LIB	01/16/2001	CD #400037126 Matured	\$100,000.00
0	46	PAYROLL	01/25/2001	PAYROLL	\$29,539.04
19612	47	ANTHEM LIFE	01/25/2001	January Life Ins. Premium -20 employees	\$93.00
19613	48	CITY OF RENSSELAER	01/25/2001	Rens. Utilities; 12/11-1/9/01	\$2,715.50
19614	50	INCOLSA	01/25/2001	2-Computers In Libraries 2001, 3-Management Institute	\$838.00
19615	51	INDIANA DEFERRED COMPEN	01/25/2001	Withheld From Payroll 25 Jan 01 Daugherty, Kooy, Schulenberg, Fagen, Filson, Stringfellow, Woods, Maxwell, Weed, Beedle, Jung	\$1,292.35
19616	52	LA-PORTER FEDERAL CREDIT	01/25/2001	Withheld From Payroll 25 JAN 01; Rusher	\$25.00
19617	53	NIPSCO	01/25/2001	Wheatfield Utilities 12/13/00-1/12/01	\$1,532.15
19618	54	SPRINT	01/25/2001	Jan. Local Telephone Service-Wheatfield	\$172.87
0	55	INTERNAL REVENUE SERVIC	01/26/2001	FED & FICA Tax Withheld 25 JAN 01	\$7,411.50
Total Amount of Claims					\$209,632.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, February 01, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$209,632.32

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,554.52	\$2,554.52
DeMotte	\$1,025.38	\$1,025.38		
Rensselaer	\$1,049.72	\$1,049.72		
Wheatfield	\$479.42	\$479.42		
PHOTOCOPIES:			\$570.63	\$570.63
DeMotte	\$278.00	\$278.00		
Rensselaer	\$222.13	\$222.13		
Wheatfield	\$70.50	\$70.50		
CARDS:			\$166.00	\$166.00
DeMotte	\$50.00	\$50.00		
Rensselaer	\$94.00	\$94.00		
Wheatfield	\$22.00	\$22.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
COMPUTER DISKS:			\$0.00	\$0.00
INTEREST:			\$2,142.70	\$2,142.70
Checking/Repurchase/Savings	\$994.03	\$994.03		
CD's & Investments	\$1,148.67	\$1,148.67		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$48.34	\$48.34
Insurance	\$0.00	\$0.00		
Rebates	\$0.00	\$0.00		
LSTA Technology Grant	\$23.39	\$23.39		
Replace Damaged Materials	\$24.95	\$24.95		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,482.19	\$5,482.19
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$75.00	\$75.00
DeMotte	\$25.00	\$25.00		
Rensselaer	\$50.00	\$50.00		
Wheatfield	\$0.00	\$0.00		
LIBRARY IMPROVEMENT FUND:	(Includes Operating Fund Transfer \$1865.		\$100.16	\$100.16
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$0.00	\$0.00
Interest Earned	\$0.00	\$0.00		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
POST/HOSPITALITY FUND:			\$0.00	\$0.00
JOY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$5,657.35	\$5,657.35

TOTAL RECEIPTS
THIS MONTH

TOTAL RECEIPTS
YEAR-TO-DATE

F5

THIS MONTH

YEAR-TO-DATE

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,561.55	\$5,561.55
FICA Collected	\$4,140.20	\$4,140.20
State Tax Collected	\$1,821.79	\$1,821.79
County Tax Collected	\$504.25	\$504.25
Deferred Comp Plan	\$2,584.70	\$2,584.70
#125 Pre-tax Plan	\$1,460.96	\$1,460.96
Life/Health Insurance	\$9.00	\$9.00
PERF	\$1,402.26	\$1,402.26
Credit Union	\$50.00	\$50.00

\$17,534.71

\$17,534.71

TOTAL RECEIPTS - ALL FUNDS.....

\$23,192.06

\$23,192.06

Register of Claims
Jasper County Public Library

Report Date: From 02/01/2001 To 02/13/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	56	PAYROLL	02/10/2001	PAYROLL	\$31,239.80
19619	57	INDIANA LIBRARY FEDERATIO	02/10/2001	ILF Legislative Day;2/13/01-Daugherty, Stringfellow, Smith	\$115.00
19620	58	JOURNAL AND COURIER	02/10/2001	Newspaper Subscription;2/14/01-2/12/02 Rens	\$143.00
19621	59	LA-PORTER FEDERAL CREDIT	02/10/2001	Withheld from Payroll 2/10/01;Rusher	\$25.00
19622	60	MBNA AMERICA BUSINESS C	02/10/2001	2001 Spring Symposium-3/2/01;Daugherty,Weed,Tachtiris	\$600.00
19623	61	MBNA AMERICA BUSINESS C	02/10/2001	Rechargeable Battery;Airfare 3/13 & 3/17-Evers, Maxwell	\$637.10
19624	62	NIPSCO	02/10/2001	Dem. Utilities-12/19/00-1/18/01	\$4,358.92
19625	63	NORTHWESTERN INDIANA TE	02/10/2001	Local Telephone Sevice FEB '01-Dem	\$137.35
19626	64	RENS./REMINGTON CHAMBER	02/10/2001	February 14 luncheon-Stringfellow	\$6.00
19627	65	TOWN OF DEMOTTE	02/10/2001	Sewer Service-DEC '00-Dem	\$47.86
19628	66	TOWN OF WHEATFIELD SEW	02/10/2001	Sewer Service FEB '01-Wheat	\$41.05
19629	67	ACE HARDWARE	02/12/2001	Four 5-Gal Pails	\$13.96
19630	68	ALA/BOOKLIST	02/12/2001	Booklist subs. 10/15/00-10/15/02	\$135.00
19631	69	ALCO DISCOUNT STORE #290	02/12/2001	Bookcase, Message Board, Batteries, book wipes.	\$57.09
19632	70	AMERICAN LIBRARY ASSOCIA	02/12/2001	ALA Membership Dues	\$870.00
19633	71	ASAE	02/12/2001	Children Books	\$63.36
19634	72	AVC CORPORATION	02/12/2001	Feb. Service- Financial Computer	\$99.00
19635	73	BAKER & TAYLOR	02/12/2001	Books, Continuations, Sign Language Bks, Gift Fund Bks.	\$7,190.38
19636	74	BARNES & NOBLE	02/12/2001	Books, Videos, Audio	\$772.10
19637	75	BESTBUYBIZ	02/12/2001	VIDEOS, SOFTWARE, DVD, CD's	\$2,694.46
19638	76	BETTER CONTAINERS MFG. C	02/12/2001	Book Bags-plastic	\$448.76
19639	77	BOWKER	02/12/2001	Ulrich's Int. Periodical Directory	\$636.65
19640	78	BUILDERS FIRSTSOURCE	02/12/2001	Insulation replacement for DeM. Library roof leaks	\$139.56
19641	79	CAMPBELL PRINTING COMPA	02/12/2001	Logo Notecards	\$66.30
19642	80	CHIEF, CDS	02/12/2001	Marc Format Cataloging Materials	\$50.00
19643	81	CHARLOTTE FAGEN	02/12/2001	Mileage	\$30.36
19644	82	CROSSWIND SERVICES, INC.	02/12/2001	Cleaned printer and new cartridge	\$68.00
19645	83	CULLIGAN	02/12/2001	Water Cooler rental & water @ Wh. Lib.	\$44.60
19646	84	DEMOTTE CHAMBER OF COM	02/12/2001	EXPO DAY 2001Booth Rental	\$75.00
19647	85	DIANA KOOY	02/12/2001	Mileage	\$40.71
19648	86	DIANE KROS	02/12/2001	Mileage	\$57.96
19649	87	FASE'S WATER TREATMENT	02/12/2001	Redout for softner	\$35.00
19650	88	GA FOODS GROUP	02/12/2001	Mgmt Meeting Expenses-Gift Fund	\$8.87
19651	89	GAIL JUNG	02/12/2001	Mileage	\$32.43
19652	90	GAIL JUNG	02/12/2001	Rens. Petty Cash: Postage, Cards, Counterparts Mtg. Expense	\$42.24
19653	91	GARNER ROOFING, INC	02/12/2001	Snow Removal @ Rens. Lib.	\$360.00
19654	92	GAYLORD BROS.	02/12/2001	Bookcase @ DeM Lib	\$625.04
19655	93	GENEALOGY.COM	02/12/2001	Book	\$29.99
19656	94	GIESLER ELECTRIC, INC	02/12/2001	Lighting repairs @ DeM. Lib.	\$185.98
19657	95	GOODWIN FIRE EQUIPMENT	02/12/2001	Fire Extinguisher recharged	\$23.45
19658	96	GUILD PRESS OF INDIANA, IN	02/12/2001	Books	\$40.12
19659	97	HAMSTRA BUILDERS, INC.	02/12/2001	Remove Ice/Snow Buildup on roof @ Wh. Lib.	\$105.00
19660	98	HERITAGE OFFICE PRODUCT	02/12/2001	Namebadges, UPS, Inkjet cartridges, typewriter ribbons/corr. tapes, etc.	\$566.41
19661	99	HP PRODUCTS CORP.	02/12/2001	Kleenex, TP, Hand soap, Paper towels, Trash bags, cleaners, etc.	\$948.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19662	100	INGRAM	02/12/2001	Books-paperbacks, Ezreader	\$35.69
19663	101	INSPIRATIONAL BOOK DISTRI	02/12/2001	Books	\$194.35
19664	102	INDIANA VISUAL & AUDIO NET	02/12/2001	CD-ROM Replacement for lost item	\$24.99
19665	103	JACKIE SAXON	02/12/2001	Mileage-AV Shopping Trip	\$18.29
19666	104	JASPER COUNTY HISTORICAL	02/12/2001	Books	\$50.00
19667	105	JENNIFER L. EVERS	02/12/2001	Mileage-Copier Research trip & expenses	\$43.05
19668	106	JILL TACHTIRIS	02/12/2001	Mileage-Ref. Counterparts Mtg	\$31.74
19669	107	KEVIN GIBSON	02/12/2001	Snow/Ice removal from Roof @ DeM. Lib. & Cleanup	\$275.00
19670	108	KOLORTECH, INC.	02/12/2001	Fluorescent Tubes	\$574.86
19671	109	LAFAYETTE BANK AND TRUS	02/12/2001	Safe Deposit Box rental	\$32.00
19672	110	LAWN CARE CONSULTANTS	02/12/2001	Lawn Mowing @ Wh. Lib.	\$310.00
19673	111	MARKEY'S AUDIO VISUAL, INC	02/12/2001	Digital Camera & Carry Case	\$766.00
19674	112	McSHANE'S	02/12/2001	Mobile Printer stand-T.S. Dept	\$174.99
19675	113	MIKE CARDIN	02/12/2001	Snow/Ice Removal from roof @ DeM. Lib.; lib. shelf assembly	\$170.00
19676	114	MOOLENAAR SUPREME PROF	02/12/2001	2001 Fertilization Contract @ DeM & Rens. Libraries	\$584.00
19677	115	PACHYDERM PRESS	02/12/2001	Books	\$55.95
19678	116	PATTY STRINGFELLOW	02/12/2001	Mileage & Mtg Expenses	\$59.97
19679	117	PEGGY WOODS	02/12/2001	AV Trip Expenses	\$12.64
19680	118	PHILIP N. HOWARD	02/12/2001	Snow Removal @ Wh. Lib. & DeM; repair cabinet drawer	\$235.00
19681	119	PLEASANT COMPANY PUBLIC	02/12/2001	Audiocassette	\$4.95
19682	120	POST TRIBUNE	02/12/2001	Newspaper Subscription @ Rens.	\$81.12
19683	121	RACHAEL CAVINDER	02/12/2001	Mileage	\$15.18
19684	122	RAND MCNALLY & COMPANY	02/12/2001	Commercial Atlas	\$299.87
19685	123	RECORDED BOOKS, LLC	02/12/2001	Audiobooks	\$476.00
19686	124	REBECCA GIBSON	02/12/2001	Foam Replacement Ceiling tiles, dropcloths, labeler	\$118.13
19687	125	RENSSELAER LUMBER CO.	02/12/2001	Ceiling Tiles @ DeM. Lib.	\$236.00
19688	126	RENSSELAER REPUBLICAN	02/12/2001	T.S Lib. Asst Ad,	\$76.50
19689	127	RICHARD RHOADES	02/12/2001	Installed Ceiling tiles	\$120.00
19690	128	RUSSELL R. SESSIONS	02/12/2001	Snow Removal @ DeM. Lib	\$1,195.00
19691	129	SANDRA L. HESTERMAN	02/12/2001	Mileage	\$20.70
19692	130	SECURITY COURIERS CORP.	02/12/2001	Courier Service	\$1,018.38
19693	131	SPRINT	02/12/2001	Long Distance-January	\$42.23
19694	132	STAPLES CREDIT PLAN	02/12/2001	HP OfficeJet	\$1,009.96
19695	133	SUNCOAST #3009	02/12/2001	AV Materials	\$630.31
19696	134	TERRY J. FERRELL	02/12/2001	Snow Removal @ Wh.	\$120.00
19697	135	THE CHAMBER	02/12/2001	Books	\$12.95
19698	136	THERMOGAS COMPANY	02/12/2001	Water Heater repairs	\$55.00
19699	137	THINK TANK INFORMATION S	02/12/2001	Maintenance Contract	\$9,440.00
19700	138	TIMESTEP PLAYERS	02/12/2001	Deposit-Summer Rdg Prog.	\$125.00
19701	139	TOM KROOSWYK PLMBG, HT	02/12/2001	Bathroom Stool repairs @ DeM	\$30.00
19702	140	TRUGREEN	02/12/2001	Ice Melt	\$200.00
19703	141	TYSEN'S COUNTRY GROCER	02/12/2001	Ch. Program supplies, cleaning supplies, etc.	\$147.42
19704	142	UNIQUE MANAGEMENT SERVI	02/12/2001	Collections service- Dec.'00	\$189.98
19705	143	USA TODAY	02/12/2001	Newspaper Subscription	\$119.00
19706	144	VERIZON DIRECTORIES COR	02/12/2001	Phone Directories	\$300.64
19707	145	VISTA INC.	02/12/2001	Ceiling Spot Bulbs	\$89.50
19708	146	WAL-MART COMMUNITY BRC	02/12/2001	ILF Basket items, Craft Supplies, Printer ribbons, videos	\$127.12
19709	147	WASHINGTON COUNTY, ORE	02/12/2001	Video	\$5.00
19710	148	ASAE	02/12/2001	Video	\$32.17

Warrant Claim

Number	Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$73,893.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 06, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$73,893.98

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

MAR

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, March 12, 2001 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of February meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- D. Policy review (R 25)

General Business

- A. Approval of web server purchase (R 26)
- B. Library Automation Vendor Contract (R 7-23,R25-6)
- C. Capital Projects Fund Plan (R 30)

Action

Action

Action

Director's Report (R 25-R 29)

Discussion

Items for future Agendas

Public Forum

Adjournment

MinutesFebruary 12, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Joan Floyd, Mark Heinig III, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Gail Jung. Guests: Jen Evers, Patty Stringfellow, & Jackie Saxon.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by M. Heinig, the Consent Agenda and Agenda items including, January Minutes, Financial Reports, Salary Ordinance revisions, Staff Code of Ethics Policy with no additions or changes, the Circulation Policy with recommended changes by the Policy Committee, were unanimously approved.

Rensselaer Library Annual Report: P. Stringfellow, Headquarters Librarian, gave a thorough report on the state of the Rensselaer Library during 2000. New to the collection were Spanish-speaking materials, DVD's and Express books. Digitization of the Milroy Collection remains a goal as we are studying the issues to accomplish this end. We have more electronic databases for our patrons, which can be accessed at home also. These are NetLibrary, Electric Library and Novelist. Adult programs have increased in attendance due to the staff efforts to publicize these more. Outreach is another area of concentration with increased numbers of Walking Books, creation of a Community Resource Guide, development of a *very* supportive Friends Group, and staff involvement with CDC and multi-cultural groups.

Marketing the library is another goal. P. Stringfellow commented that a library can have the best materials available but if nobody knows about them, we are not serving the public, so marketing, outreach, and publicity are a key to our success. Staff are dedicated, talented, and bright, and respect each other and the patrons they serve. This is reflected in the high quality of service we provide. Marketing was stressed as a primary goal for the coming year along with continued efforts toward increasing Outreach, Friends Group membership, circulation, organizing online book discussion and an e-Reference service (Ask a Librarian). Patty's personal mission is to foster a dedicated and enthusiastic staff, make the library a fun place to visit and work in, offer appealing programs for all ages and interests, and make certain the library plays an active role in the community.

J. Saxon, Youth Services Librarian, has implemented evening storytimes during the winter months, increased summer reading program attendance, and encouraged kids to complete their reading packets for prizes. Special efforts were made to draw young adults into the library by offering a YA Reader's Advisory fiction list, and providing cash prizes for reading program participation. Classroom visits are being conducted and library tours for the children at all school levels. Home School and Teacher Reacher newsletters are being

sent out too. Her goals for this year are to continually increase program participation and completion of reading packets, foster ya interests, and to do more outreach.

Migration System: The four companies who bid on the project were rated on a 100 pt. scale. TLC came in with the highest number of points. They were the second lowest bid, but the features we would get outweigh the additional cost. The board approved a motion by J. Floyd, seconded by M. Sayler, to enter into negotiations with TLC (The Library Corporation) for an automation system as specified in our RFP and their proposal. Richard Boss, automation consultant, will negotiate on our behalf. Types of negotiable items are for more licenses than originally specified, cost of servers, omission of acquisition and serial modules in lieu of, Kids Catalog and Book Jacket/Table of Contents modules, etc.

A motion was made by T. Schultz, seconded by M. Crawford, that JCPL will not require a Performance Bond from TLC based on our automation consultant's experience with this vendor and his recommendation. Motion was unanimous.

The CPF will pay for \$100,000 of the project. M. Sayler moved that the library would purchase and pay for the remainder of the cost without leasing. Seconded by M. Crawford. Motion passed. The board chose to defer any decision on which library funds to use to pay the remainder at this time.

Online Banking: On a motion by M. Heinig, seconded by M. Crawford, permission was granted for the Business Manager, on behalf of the library, to access for 'read only purposes' the JCPL bank account information. Motion was passed.

Board Meeting Dates: Board agreed to meet at the DeMotte Library in April instead of May. The Fund-Raising Committee will also meet at DeMotte in April at 5:00 PM. DeMotte staff will give their annual reports at that April meeting.

Library Surveys: As part of our Five-Year Plan, 'satisfaction' surveys are to be completed by both users and non-users. In determining how to reach the non-user group, J. Floyd made a motion, seconded by M. Crawford, to mail out these surveys including a self-addressed stamped envelope.

Internet Filtering: Legislation has been passed requiring libraries and schools to use filters. Failure to do so would make the library ineligible for LSTA Grants or USF funds. An annual local public hearing must be conducted about the proposed Internet Policy before creation or revision of it. We probably have one year to meet these requirements. Regulations are still being written.

LSTA Grant: We have been awarded a \$5,000 grant to go toward the purchase of a server needed for our automation system. M. Heinig moved, seconded by M. Crawford, to authorize A-M Egan and L. Daugherty to act on behalf of the library with the Indiana State Library for the grant. The secretary, S. Deardorff, signed the grant certification. Motion passed.

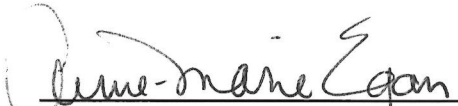
Director's Report: Difficulty getting a 256kb line in the Nitco LATA (DeMotte Lib.) to connect with our other libraries (Sprint lines) has resulted in looking into other options. The KV Schools have a T-1 line through Intelenet as do we. Having the same problem with LATA lines, they are working with ThinkTank to create a wireless network for their schools. They are willing to consider considering connecting the DeMotte Library to the DeMotte Elementary School and thus, to the wireless network which would travel to the T-1 at Wheatfield and then connect the DeMotte Library by Internet to the network at Rensselaer. The library could get access by connecting to the DeMotte Elementary School through a fiberoptic cable. We would need another firewall and two servers, at the least. Once installation costs are paid, monthly costs should be minimal. If our use of the school system's T-1 bandwidth creates a need for an additional T-1 line (in conjunction with extra bandwidth needs of the school), we would have to share in the cost of another Internet line. Investigation and discussion is underway.

Board Term: A-M Egan expressed a desire to serve for another board term. Her present term expires 5/01. The Rens. School Board will be notified.

Legislative Concerns: P. Stringfellow and L. Daugherty will travel to Indianapolis tomorrow for a legislative workshop followed by a luncheon with Jasper County's senator Brandt Hershman. They will convey the concerns of the library with proposed legislation.

With no other business to discuss, the meeting adjourned at 8:50 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

February 2001

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	49,064	58,635	26,356
Daily Average Circulation	444	452	179
Percent Increase/Decrease	14.8%	5.7%	2.2%
XX			
MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	23,749	25,797	8.6%
Jan. to date circulation	46,808	50,723	8.4%

70
w

CIRCULATION BY ITEM FINE CODE
February 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	36	37	25	98
100 (1)	60	60	28	148
200 (2)	55	33	41	129
300 (3)	254	209	86	549
400 (4)	14	21	0	35
500 (5)	41	100	19	160
600 (6)	555	391	253	1199
700 (7)	291	222	108	621
800 (8)	31	28	34	93
900 (9)	121	198	65	384
B (10)	74	99	33	206
j000 (11)	22	17	10	49
j100 (12)	8	7	2	17
j200 (13)	6	12	9	27
j300 (14)	71	94	37	202
j400 (15)	11	33	12	56
j500 (16)	152	216	48	416
j600 (17)	116	122	47	285
j700 (18)	122	126	44	292
j800 (19)	23	41	9	73
j900 (20)	90	169	15	274
jB (21)	90	80	23	193
FIC (22)	1485	1606	658	3749
yaFIC (23)	68	106	38	212
LARGE PRINT (24)	57	75	13	145
jFIC (25)	310	407	152	869
jE (26)	2542	1347	710	4599
jER (27)	642	270	172	1084
Magazines (28)	642	366	172	1180
Games/Toys (29)	0	1	0	1
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	0	1	0	1
jCassettes (33)	15	17	2	34
Compact Discs (34)	210	444	153	807
jCompact Discs (35)	16	8	6	30
Sound Recordings (36)	159	258	82	499
jSound Recordings (37)	67	77	15	159
CD ROM Software (38)	99	165	107	371
Vertical File (39)	119	21	1	141
Equipment (40)	1	2	0	3
yapFIC (41)	138	150	56	344
jpFIC (42)	317	260	114	691
Reference (43)	55	58	9	122
Genealogy (44)	0	0	2	2
jMagazines (45)	75	21	23	119
VHS (46)	938	1571	640	3149
Computer software (47)	0	0	0	0
Internet usage (49)	164	556	70	790
Textbooks (50)	10	0	0	10
Professional Collect.(51)	0	0	0	0
NVD (52)	12	102	22	140

Express books (53)	4	99		103
Free reads	259	543	125	927
Puzzles				0
Talking books		1		1
Assignment shelf books				0
TOTAL	10653	10848	4296	25797

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT **February 2001**

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS	
		Hrs.		Hrs.		Hrs.	SPENT	
INTRALIBRARY LOANS FILLED	184	40	107	23	206	45	497	108
LOCAL HISTORY								
In person	6	2	15	4		0	21	6
Letters written		0	22	22		0	22	22
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	18	2	30	3	12	1	60	5
VCR Use	5	1	2	0		0	7	1
Microforms	0	0	105	14		0	105	14
CD ROM/Online databases used	79	7	106	9	17	1	373	31
Typewriter use	2	0	0	0	1	0	3	0
Other equipment used	10	3	1	0		0	11	4
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	28	19		0	29	19
Notarized documents	6	2	2	1		0	8	2
Meeting Room Use (no. of groups)	72	24	34	11	34	11	140	47
Study room use	22	2	23	2	2	0	47	4
INTERLIBRARY LOANS								
Requests made for:	64	16	56	14	21	5	141	35
Items rec'd for:	54	27	57	29	9	5	120	60
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Borrowers--Start of month:	6943	7328	2861	17132
Borrowers--End of month:	7064	7425	2907	17396
Non-resident, paying	2	8	0	10
PLAC card users	0	1	0	1
Reciprocal borrowers	207	127	6	340

PROGRAMS

Programs for all ages	1	6	0	0	1	6
Children's Programs (0-13)	24	144	18	108	12	72
Number attending	532		235		150	
YA Programs (14-17)	2	12	0	0	2	12
Number attending	38				38	
Adult Programs	4	24	13	78	2	12
Number attending	122		73		33	
Senior Citizen Programs	1	6	4	24	0	0
Number attending	11		75		7	
Total Number of Programs	32	192	35	210	14	84
Total Persons Attending	703		383		190	
Total Attending Same Month Last Yr.	454		268		154	
Total Staff Hours Spent		317		360		152
Hours Spent Same Month last year		279		280		133
						844
						692

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	1137	11.1%	1615	15.8%	481	11.6%	3233	13.1%
Adult Female (1)	6123	59.8%	5414	52.9%	2674	64.2%	14211	57.7%
Juvenile 0-11 (2)	1820	17.8%	1329	13.0%	370	8.9%	3519	14.3%
YA 12-17 (3)	354	3.5%	451	4.4%	99	2.4%	904	3.7%
Nonresident No Fee (4)	58	0.6%	140	1.4%	179	4.3%	377	1.5%
Board/Staff (5)	328	3.2%	602	5.9%	225	5.4%	1155	4.7%
School (6)	0	0.0%	32	0.3%	0	0.0%	32	0.1%
St. Joseph College (7)	0	0.0%	166	1.6%	0	0.0%	166	0.7%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	0	0.0%	29	0.3%	0	0.0%	29	0.1%
Corporate (10)	33	0.3%	207	2.0%	123	3.0%	363	1.5%
Reciprocal (11)	380	3.7%	250	2.4%	11	0.3%	641	2.6%
Total	10233		10235		4162		24630	
Total items borrowed by nonresidents	438	4.3%	617	6.0%	190	4.6%	1245	5.1%

INFORMATION SYSTEMS CONSULTANTS INC.

9707 ELROD ROAD • KENSINGTON, MD 20895-3413

301-946-2240 • FAX 301-946-0505

**SUMMARY OF A NEGOTIATION BETWEEN THE
JASPER COUNTY PUBLIC LIBRARY
AND TLC, INC.**

The following agreements were reached in a negotiation concluded February 27, 2001 between the Jasper County Public Library ("Licensee") and TLC, Inc. ("Vendor") for the Vendor to provide the Licensee with an integrated, multi-function automated library system, including software, data migration, training, and ongoing support.

1. The Licensee's RFP, Vendor's Proposal, any subsequent written representations, and the Summary of Negotiation shall be incorporated into the Contract between the Parties by reference. There shall be no binding oral commitments.

2. In case of ambiguity among the documents, the hierarchy shall be first the Contract, second the Summary of Negotiation, third any written representations submitted after Vendor's Proposal, fourth Licensee's RFP, and fifth Vendor's Proposal.

3. If any clause or provision in the contract shall be adjudged invalid or unenforceable by a court of competent jurisdiction, or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

4. The Contract shall be governed by the laws of the State of Indiana. The Jasper Superior Court, Jasper County, State of Indiana shall have jurisdiction over any dispute which arises under the contract, and each of the parties shall submit and hereby consents to such court's exercise of jurisdiction. In any successful action by the Licensee to enforce this contract, the Licensee shall be entitled to recover its attorney's fees and expenses incurred in such action.

In case of a dispute involving goods and services valued at under \$10,000, the Parties shall first seek mutual agreement to submit to mediation by a mutually agreed upon third party. The venue for mediation shall be Indiana.

5. All server software supplied by Vendor shall be available to the Licensee for library or archives use on its CPU without restriction except for protection of Vendor's intellectual property, and license limitations with regard to the number of concurrent staff users.

6. Licensee may migrate the server software to another machine using the identical operating system without additional cost except as it seeks to increase the number of concurrent staff user licenses above the licensed level, or seeks the assistance of the Vendor in the migration. However, the server software shall not be run on more than one hardware platform at a time.

7. The Licensee shall be entitled to transfer, but not replicate, its system to any legal entity of which it is a part, or to an entity affiliated with its parent organization, without the payment of a relicense fee. If the system is transferred to an organization of which the Licensee is not a part, the relicense fee shall not exceed thirty percent (30%) of the original fee for the first three years following installation, and forty percent (40%) thereafter; except that Vendor may require payment of reasonable reinstallation and training charges. The Licensee may transfer its license only to another library, not to a vendor of hardware, software, or services; and transfer shall not be completed until the new licensee has signed Vendor's non-disclosure agreement and standard license agreement.

8. Vendor shall provide site preparation instructions for the central site within two weeks of ratification of contract and, after site preparation is completed and, at Vendor's convenience, shall visually inspect and certify the central site, including the cabling terminations at the central site, prior to the installation of hardware. Vendor shall not be liable for poor workmanship or for materials which do not meet its site preparation specifications, but Vendor shall be liable for any modifications it requires to conform to requirements about which the Licensee was not advised in writing prior to beginning site preparation.

9. Vendor shall provide and install the server and guarantees that it shall be able to accommodate up to 150,000 bibliographic records with related authorities, 225,000 item records, 24,000 patron records, 20,000 acquisitions records, 3,000 serials records, 350,000 annual circulations, and 10,000 annual interlibrary loans; and shall accommodate up to 46 concurrent users without hardware upgrade.

It shall be possible to increase disk and memory to support up to double the number of records and double the number of concurrent users anytime within five years of initial installation. If it is not possible to do so, Vendor shall be liable to supply a suitable replacement platform at its expense.

10. Licensee shall have an option through April 13, 2001 to purchase up to 20 PCs from Vendor at the prices proposed. The options shall include one for 733 MHz machines and one for 866 MHz machines. The monitors shall be 17-inch.

11. Vendor shall add the following to the system (first-year cost in purchase price):

- a. Five technical services user licenses
- b. Kids' Catalog
- c. Book jackets and table of contents.

12. The system shall be licensed for 25 staff clients [an increase of five over the number specified in the RFP] and an unlimited number of patron access catalog clients.

13. Additional staff licenses purchased anytime within 36 months from initial installation shall be priced at the then current list price, less 25 percent.

If the Licensee purchases additional modules anytime within 36 months from initial installation, the price shall be the then current list price, less 25 percent.

14. Vendor shall develop and provide the following within the agreed upon purchase price by the dates set forth:

- a. EDIFACT online ordering and claiming to replace BISAC online ordering and EDI x.12 online claiming within 12 months of signing. Any subsequent replacement of EDIFACT by XML or EDIFACT in XML shall be at no additional charge.
- b. Allow prepayment by patrons against subsequent fees and charges [deposit account] within 12 months of signing.

Vendor shall reduce the purchase price of the system by two percent for each of features a through b it fails to provide within three months of the date committed.

15. Vendor shall provide the following indexes within the agreed upon price: author; title; series title; subject; ISBN/ISSN; LCCN; bibliographic utility number; call number, whether LC, Dewey, or local; government document number (when not used as call number); keyword to title, series, corporate author, contents notes, and subjects; author, title, and subject authority (combined with author, title, series title, and subject indexes); patron name; and item/patron barcodes.

16. Vendor acknowledges that it has reviewed Licensee's network description and requires no modifications in order to integrate its system into the network.

17. Vendor shall migrate all bibliographic, item, patron, and circulation transaction records using data output from the Licensee's current system within the agreed upon purchase price. If Vendor fails to migrate all files, even though the existing system has properly exported these files, and Licensee has to keyboard records, Vendor shall proportionately reduce the price of migration, including loading fees, by the amount quoted in the cost proposal for that service.

18. Vendor shall support the existing codabar barcodes affixed to library materials and patron cards, including support for agency and check digit recognition and utilization, within the agreed upon purchase price.

19. Vendor shall provide at least one day of system administrator training for three staff (exclusive of travel expenses), and eight days of on-site training for up to ten persons per session. The latter training shall be designed to train the trainers for the rest of the staff.

The training shall include the procedures for acceptance testing--specifically training in the keeping of a system reliability log--for three staff members.

20. Delivery and installation of all except acquisitions and serials control shall be between 70 and 100 days from Contract signing. The delivery commitment shall be contingent on the bibliographic tapes or FTP files being received by Vendor in the specified data format at least 90 days before the scheduled installation. Should Vendor delay installation by more than 30 days, the price of the system shall be reduced by \$150 for each week installation is delayed. Should the Licensee delay installation by more than 30 days, the price of the system shall be increased by \$150 for each week installation is delayed.

Acquisitions and serials control shall be delivered and installed within 24 months of initial installation on a schedule to be agreed upon, with training for the modules to follow installation.

21. In consultation with Licensee, Vendor shall prepare and submit a detailed implementation timetable, including all training, for inclusion in Contract within 10 days of completion of negotiation.

22. Vendor shall provide a detailed list of all written and electronic documentation to be included with the system and one electronic or print copy of each item of documentation within 10 days of Contract signing. This documentation shall include a full set of operator documents with rights of reproduction and electronic distribution for internal use, and a full set of system operator documents, including hardware specifications, with rights of reproduction for internal use.

23. No performance bond shall be provided.

24. The system and related services, as modified per the foregoing agreements, shall be provided at \$117,000. There shall be no additional charges unless the Licensee adds hardware, software modules, or services to the Contract. The price shall be reduced if Vendor does not provide the features described in point 14 or migrate all records as set forth in point 17.

25. The payment schedule shall be 15 percent of the price of all components upon signing; 35 percent upon delivery, installation, and Vendor testing of hardware; 30 percent on delivery, installation, and completion of initial training of the applications; six percent (6%) each upon satisfactory completion of the reliability and response time tests; and eight percent (8%) upon satisfactory completion of the functionality acceptance tests. Payment terms shall be net 45.

The payment for that not included in the initial installation—including acquisitions and serials control—shall be 80 percent on installation and 20 percent on acceptance.

26. The acceptance tests shall consist of full function, reliability, and response time tests. The Licensee shall begin the tests within 60 days of installation, database load, and completion of initial training. Reliability shall be measured over a period of 30 days. The other tests shall be undertaken during the same 30 days. Written notification of test results shall be submitted by the Licensee within 15 days of completion of the tests.

27. The functionality of each module shall be determined by ascertaining the presence or absence of each feature committed in Vendor's Proposal except the test shall not include features for which Vendor has quoted a delivery date later than the scheduled test completion date. The Licensee may use Vendor's standard full-function test, but does not waive the right to look for anything else committed by Vendor.

28. The Licensee may have the Vendor conduct its standard reliability and response time tests, but reserves the right to test for all uptime and response time requirements as per the table of coefficients and response times attached.

Should the system not pass the reliability or response time test, the test shall be repeated. If the system again fails to pass, a third 30-day test shall be undertaken. If the system does not meet the response time requirements by the end of the third acceptance test, Vendor shall provide a hardware upgrade at its expense to bring system performance up to the agreed upon level.

29. The Licensee may waive an acceptance test. If it does test, the Licensee shall decide at the end of the first series of acceptance tests whether the system meets all of the requirements the

Vendor agreed to meet. If the system does not, the Licensee may (a) waive the requirement, (b) require removal of the system with a full refund of all monies paid if Vendor has not remedied the deficiencies within 90 days, or (c) enter into negotiations.

30. Acceptance tests may be repeated as new modules are implemented, except functionality previously successfully tested shall not be retested unless there is evidence that the loading of new software has adversely affected the functionality of previously loaded software. The adverse effect may include loss of functionality, distortion of data, and slower response time.

31. Maintenance charges shall begin one year from completion of installation and completion of initial training except as manufacturer provides a longer warranty, in which case maintenance shall begin upon expiration of the warranty.

32. The Maintenance Agreement shall be renewable annually for a period of six (6) additional years. Software maintenance charges shall be subject to an increase not to exceed five percent (5%) in each year following the initial year; hardware maintenance charges shall be subject to an increase not to exceed eight percent (8%) in each year following the expiration of the warranty period for a total of five years from initial purchase date. If five years of hardware maintenance is prepaid, the escalator shall not apply.

Vendor may not terminate the Maintenance Agreement except for breach by the Licensee. All modifications to the Maintenance Agreement sought by either party shall be subject to mutual acceptance.

33. The Licensee may change the Maintenance Agreement scope to another level of maintenance coverage offered by Vendor annually on the anniversary of initial installation with 90 days written notice.

34. Vendor shall maintain a "trouble desk" for remote telephone diagnostics at least fourteen hours a day Monday through Friday, with service beginning no later than 7:00 a.m. library time daily. Vendor shall provide its remote diagnostics service via modem or Internet connection and shall act to address problems in a timely manner to assure overall 98 percent system reliability.

The Licensee shall provide Vendor with audit trails and other data, and with sufficient support and test time on the Licensee's computer system to duplicate the problem and to verify that the error has been fixed.

Library shall have the option of extending the three-year pre-paid maintenance period for central site hardware as per the schedule submitted by Vendor on February 27, 2001. It shall also have the option of upgrading from onsite, next business day support to onsite four-hour 7x24 support for the database server as per the schedule submitted by Vendor on February 27, 2001.

35. Should Vendor change its operating system, database management system, or programming language(s) to another operating system, database management system, or programming language(s) during the six years following installation, Vendor will support the Licensee's configuration in such a way as to provide functionality and performance substantially identical to that available to customers with the Vendor's most recent operating system, database management system, and programming language(s), except as the Licensee's configuration is technically incapable of supporting the functionality or Vendor documents in writing that it would cost at least twice as much to develop the functionality for the Licensee's system as on a new system.

36. The standard of reliability for future ongoing system performance for seven years following initial installation shall be 98 percent using the table of coefficients agreed upon as long as the system is kept under maintenance. [See the tables submitted herewith]. Maintenance payments shall be reduced by ten percent (10%) for each one percent (1%) reliability falls below the agreed upon level.

37. Response time shall remain within the maxima agreed upon for seven years after initial installation as long as the transaction levels remain within those described in point 8 above and the Licensee keeps the system under maintenance. If the Licensee perceives a deterioration in response time, Vendor shall resolve the problem within 60 days of notification of perceived deterioration by providing appropriately qualified personnel at its expense on site or remotely. If responses times are 8 seconds or more for circulation charge and discharge, resolution shall be within ten days of notification. If there is no adequate resolution after ten days, Vendor personnel shall be on site at Vendor's expense until a resolution is reached.

38. Vendor shall notify the Licensee at least 90 days in advance of any software release after January 1, 2002 which may adversely affect performance because the software release would require more CPU resources. The Licensee shall have the option of accepting or refusing such a release. If the Licensee accepts a release after being advised of its possible adverse affect on performance, it shall not exercise the remedy of maintenance payment reduction. Vendor shall support the superseded release for three years following the new release. Should the Licensee initially refuse a new release, it may, at anytime within three (3) releases of such refusal, ask that the then current release be supplied provided it has a current maintenance agreement in effect.

39. If the software (or any part thereof) becomes, or in the opinion of Vendor may become, the subject of a claim based on an alleged infringement of another Party's rights, Vendor may modify the system, procure for the Licensee the right to use the system, or make an equivalent substitution. Vendor may not have the product returned unless it is legally required or receives permission from the Licensee and refunds the full purchase price, less two percent (2%) per month starting 30 days after installation. Licensee shall be entitled to operate the system for up to 180 days following notice to return the system so that it will have time to purchase and install a replacement system.

40. In the event a force majeure circumstance occurs within 24 months of initial installation which affects twenty-five percent (25%) or more of the system (measured by value) exists for 120 days or more, either party may have a right to terminate, with the Licensee to have a right to return all software shipped, whether paid or unpaid, with full refund for everything paid but not yet accepted, and a full refund less depreciation of two percent (2%) per month starting 30 days after installation.

41. Vendor shall place all system documentation for the latest and previous software releases, including source code, in escrow within 120 days of release date with the stipulation that should it go out of business, the documentation shall be released to the Licensee within 90 days of request by the Licensee.

42. If Vendor continues in business, but fails to issue a software maintenance release ("bug fixes") for eighteen (18) months, Licensee may change from monthly software maintenance

payments to hourly service at \$125 per hour, with Vendor to commit that it will take care of needed "fixes" or provide the source code to a sub-contractor to provide the "fixes." A minimum of 100 hours of such service shall be available under these terms. Oracle and/or other third-party product maintenance payments shall continue to be paid by Licensee if this provision is exercised.

43. At Licensee's choice, if Vendor continues in business, but fails to issue a software release or maintenance fixes for a period of 18 months or discontinues its "trouble desk" it shall make its documentation, including source code, available to a qualified third-party which shall provide software maintenance and enhancement services to the Licensee for fees to be negotiated between the Licensee and the third-party, which shall be at the same rate during the current fiscal year and no more than ten percent higher than the maintenance/enhancement fees for which the Licensee is then liable in the year thereafter.

44. Neither Party may assign its rights and obligations under the Contract except upon receiving written permission from the other, which shall not be unreasonably withheld. However, either Party may assign this Agreement to its successor by operation of law or by reason of its sale or transfer of stock or assets to another entity without the approval of the other Party. Further, Vendor shall not sell its library automation product to another organization under a contract which relieves that organization of liability to perform under this Contract or allows that organization to set maintenance/enhancement fees to increase during the current fiscal year or more than ten percent higher than the then current obligation of the Licensee in the year thereafter.

45. Field support for subsequent changes in system parameters shall be performed at Vendor's then current published prices, with quotations to be provided for each required change. However, table modifications shall be considered part of Vendor's regular maintenance support.

46. The Contract shall be drafted by an attorney of the Licensee's choosing--including a member of Vendor's staff--and shall incorporate all agreements reached in negotiation, and shall be the Vendor's standard Contract except as modified by the agreements reached in negotiation. Licensee may, at its discretion, have it reviewed by its own legal counsel for conformity to Indiana and local law.

[Prepared by Richard W. Boss February 28, 2001]

RESPONSE TIMES AND UP-TIME COEFFICIENTS

The formula for calculating each occurrence of downtime is as follows:

- (d) = downtime coefficient value
 (m) = number of minutes of downtime
 (t) = total downtime [for that occurrence]
 FORMULA: $(t) = (d) * (m)$

The downtime coefficient value shall be assigned according to the following table:

Loss of charge-discharge function	1.00
Loss of reserve bookroom function	1.00
Loss of patron file inquiry	1.00
Loss of item file inquiry	1.00
Loss of file-update online	1.00
Loss of order writing	1.00
Loss of order claiming	1.00
Loss of funds accounting	1.00
Loss of serial ordering	1.00
Loss of serials checkin	1.00
Loss of serials claiming	1.00
Loss of serials funds accounting	1.00
Loss of staff inquiry to acquisitions, serials, or catalog records	1.00
Loss of patron inquiry of holdings	1.00
Loss of report printing for more than six operating hours	.25
Other software problems which affect system performance	.10
Loss of a single terminal	.10
Loss of single disk, if system is operating	.50
Loss of tape drive	.25

Response Times:

Type of Transaction	NORMAL LOAD*	PEAK LOAD*
	Average Response in seconds	Average Response in seconds
Checkout	2	3
Checkin	2	3
Patron file review (patron status)	4	5
Holds review (holds status)	4	5
Searches		
Key lookup (bib#, Barcode, etc.)	5	8
Indirect (LCCN, ISBN, OCLC, etc.)	5	8
Authority type searches (author, subject, call#, etc.)	5	8
Keyword/Boolean (title, etc.)	6 (plus 1 second for every 2,000 matching records)	8
Acquisitions & Serials		
Inquiry	5	6
Data Entry	5	6
Financial Calculations	8	10

*Normal load shall be calculated as 95% of the searches and Peak load shall as the top 5% of searches.

MEMORANDUM

Capital Projects Fund 2002-2004

Summary: The Board must vote at this board meeting to approve the Capital Projects Fund plan for advertising. Next month you will conduct a public hearing on the proposed plan. Following that we will submit the plan to the County Council for approval. This will be an annual activity.

Discussion: Our assessed valuation in 2001 is \$367,192,250. For 2000, we had an assessed valuation of \$353,355,690. Our AV increased almost \$14,000,000 in that year. Since we are able to receive 4 cents per \$100 of assessed valuation, it is to our advantage to *ask* for an amount equal to 4 cents on an assessed valuation *much higher* than we expect. We can never get more than we ask for.

For 2002, I estimated an assessed valuation \$34,000,000 *higher* than this year's. By estimating a high AV, I am trying to insure that we get approval to spend a dollar amount which will be equal to 4 cents on our *actual*/assessed valuation. This year, because the AV increased more than I had estimated, and our revenues from auto excise, CVET and financial institutions tax were higher than I estimated, we got a little less than the full 4 cents.

The Plan has no changes in it. We are still asking for \$30,000 to be budgeted to spend for the purchase, maintenance and upgrading of computer hardware and software and for the rest of the proceeds to go to "future allocations" for the Wheatfield Library.

Vote: To advertise a public hearing to be held at the DeMotte Library at our April 9 board meeting for the purposes of considering a proposal to establish a Library Capital Projects Fund and a proposed plan.

Jasper County Public Library Library Capital Projects Fund 2002-2004

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Mark Heinig III and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Michael Crawford is appointed jointly by the Kankakee Valley School Board and West Central School Board. All terms have staggered expiration dates. The library employs 41 employees (the equivalent of 30.4 full-time staff) to work the combined 166 hours the three libraries are open each week.

Current Annual Budget (2001)

<u>Fund</u>	<u>Approved Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,428,789	\$704,275	0.1918
Debt Service	\$436,625	\$369,763	0.1007
Library Improvement Reserve	\$0	0	0
Library Capital Projects	\$100,000	\$140,635	0.0383

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. Estimated current value of the Rensselaer library is \$2,312,704. Estimated current value of the DeMotte Library is \$1,912,971 (includes building, contents, outside structures).

The Wheatfield Library (170 S. Grace), built in 1986, is approximately 6,000 square feet. Estimated current value is \$945,574 (building, contents, outside structures).

All three buildings are in basically good condition. The Wheatfield Library, however, has become overcrowded. The library is experiencing space shortages in shelving, in space for public computer workstations and study tables, in meeting room space, and in staff workspace.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with an estimated population of 28,063, (according to Rand McNally Commercial Atlas & Marketing Guide 2001). The annual report submitted January, 2001 reported 18,461 resident registered borrowers and 347 non-resident registered borrowers.

Library use: The number of persons entering each library during an average *week* was 1,124 at DeMotte, 2,555 at Rensselaer, and 548 at Wheatfield.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 114 requests for assistance per week at DeMotte, 136 at Rensselaer, and 73 at Wheatfield.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 56 hours per week, including two evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	46,097	54,004	23,721
Videos & DVDs	1,236	1,595	769
Audiocassettes & CDs	1,557	2,650	1,552
Software & CD-ROMs	90	158	131

Periodicals/Newspaper Subscriptions owned by JCPL: 546.

The Library does not limit patrons to use of their own agency's collections; it shares material freely among the three locations via daily courier service. It also borrows over 1,600 items per year from other libraries through interlibrary loan.

Circulation: Total circulation for 2000 was 270,873 items. This included 97,919 children's items.

Public programming: The libraries offer a varied selection of programs for persons of all ages. In 2000, DeMotte offered 222 children's programs, 6 young adult programs, 16 adult programs, 15 programs attracting mainly senior citizens, and 4 programs for all ages, with a total attendance of 5,916. Rensselaer offered 158 children's programs, 3 young adult programs, 79 adult programs, 29 senior citizen programs, and 19 programs for all ages, with a total attendance of 4,572. Wheatfield offered 133 children's programs, 1 young adult program, 14 adult programs, and 1 program for all ages, with a total attendance of 2,494.

Technology:

An automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog. The present system no longer meets the library's needs. Vendor support and upgrades are no longer satisfactory. The library will purchase and install a new automated system this year (2001).

The Library uses fax machines to move information quickly among the branches and to and from other libraries. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web (www.jasperco.lib.in.us) with links guiding net users to useful websites. All staff computers and ten public workstations now have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable cd-rom and online databases and allows staff to share files with each other. DeMotte and Rensselaer each have four public cd-rom/online database workstations, Wheatfield has two.

Each library provides PCs for patron word processing and spreadsheet needs. Rensselaer has two, Wheatfield has two, and DeMotte has one. Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM databases and Internet sites related to Genealogy.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2002	2003	2004
Property Taxes	\$160,800	\$169,200	\$172,000
Auto Excise	\$22,050	\$24,700	\$27,847
Financial Institutions Tax	\$375	\$400	\$465
CVET	\$2,800	\$3,200	\$3,900
Other Revenue (Interest)	\$18,000	\$24,000	\$28,000
TOTAL	\$204,025	\$221,500	\$232,212

2. Amount of revenue to be retained for expenditures proposed for future year.

2002	\$ 174,025 plus amount retained from previous year = \$419,025
2003	\$ 191,500 plus amount retained from previous year = \$610,525
2004	\$ 202,212 plus amount retained from previous years = \$812,737

3. Projected assessed valuation of the library district

2002	2003	2004
\$402,000,000	\$423,000,000	\$430,000,000

?4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2002	2003	2004
Proposed property tax rate	\$0.04	\$0.04	\$0.04
Proposed levy	\$160,800	\$169,200	\$172,000

V. Proposed Use of the Capital Projects Fund

I.C. 20-14-13-4(b)(1) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. I.C. 20-14-13-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 20-14-13-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2002

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Allocation for Future Projects:

Location: Wheatfield Library

The sum of \$ 174,025 will be set aside for the future expansion of the Wheatfield Library, which is experiencing severe space problems.

BUDGET YEAR: 2003

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Allocation for Future Projects:

Location: Wheatfield Library

The sum of \$191,500 will be set aside for the future expansion of the Wheatfield Library, which is experiencing severe space problems.

BUDGET YEAR: 2004

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Allocation for Future Projects

Location: Wheatfield Library

The sum of \$ 202,212 will be set aside for the future expansion of the Wheatfield Library, which is experiencing severe space problems.

Summary of Proposed Expenditures
And
Allocation to Future Projects
By Plan Year:

	<u>2002</u>	<u>2003</u>	<u>2004</u>
Upgrades, repair and maintenance Of computer hardware and software	\$30,000	\$30,000	\$30,000
<u>Subtotal Proposed Expenditures:</u>	\$30,000	\$30,000	\$30,000
Allocation for Future Projects	\$419,025*	\$610,525*	\$812,737*
<u>Total Expenditures and Allocations:</u>	\$449,025*	\$640,525*	\$842,737*

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2002	2003	2004
(1) Planned construction, repair, replacement or remodeling	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$30,000	\$30,000	\$30,000
SUBTOTAL EXPENDITURES	\$30,000	\$30,000	\$30,000
(7) Allocation for future projects (cumulative totals)	\$419,025	\$610,525	\$812,737
TOTAL EXPENDITURES & ALLOCATIONS	\$449,025	\$640,525	\$842,737
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$245,000	\$419,025	\$610,525
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$245,000	\$419,025	\$610,525
Property taxes	\$160,800	\$169,200	\$172,000
Excise, CVET & F I T Receipts	\$ 25,225	\$ 28,300	\$ 32,212
Other revenue	\$ 18,000	\$ 24,000	\$ 28,000
TOTAL FUNDS AVAILABLE FOR PLAN	\$449,025	\$640,525	\$842,737
Projected Tax Rate for Library Capital Projects Fund	\$0.04	\$0.04	\$0.04
Projected Tax Rate is based upon an estimated Assessed valuation of	\$402,000,000	\$423,000,000	\$430,000,000

JCPL FINANCIAL STATEMENT

February 28, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$120,857.92	\$211,678.01	\$10,901.50	\$16,383.69	\$263,340.90
Includes Investments of: \$52,614.80						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$2,361.52	\$2,361.52	\$118.50	\$193.50	\$3,256.43
DeMotte	\$1,051.81	\$211.88	\$211.88	\$78.50	\$103.50	\$943.43
Rensselaer	\$3,736.82	\$2,139.64	\$2,139.64	\$30.00	\$80.00	\$1,677.18
Wheatfield	\$635.82	\$10.00	\$10.00	\$10.00	\$10.00	\$635.82
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$101.75	\$201.91	\$22,980.37
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$0.00	\$0.00	\$0.00	\$83,496.65
Includes Investments of: \$83,496.00						
Capital Projects Fund	\$163,889.20	\$0.00	\$0.00	\$0.00	\$0.00	\$163,889.20
Includes Investments of: \$163,889.20						
 Hospitality Fund	\$0.00	\$388.50	\$388.50	\$0.00	\$0.00	(\$388.50)
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,235.50	\$11,797.05	\$6,235.50	\$11,797.05	\$0.00
FICA Tax Collected	\$0.00	\$4,587.99	\$8,728.19	\$4,587.99	\$8,728.19	\$0.00
State Tax Collected	\$1,740.67	\$1,821.79	\$3,562.46	\$2,034.86	\$3,856.65	\$2,034.86
County Tax Collected	\$468.08	\$504.25	\$972.33	\$562.51	\$1,066.76	\$562.51
Deferred Comp.	\$0.00	\$2,612.00	\$5,196.70	\$2,612.00	\$5,196.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,909.92	\$2,909.92	\$1,460.96	\$2,921.92	\$12.00
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$0.00	\$4,186.03	\$1,494.80	\$2,897.06	\$2,897.06
Credit Union	\$0.00	\$50.00	\$100.00	\$50.00	\$100.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$142,329.39	\$251,961.71	\$30,160.37	\$53,352.43	\$542,291.48

Bank Balances
Jasper County Public Library
Report as of: 02/28/2001

<i>Bank</i>		
1	Peoples State Bank	\$214,007.33
2	Demotte State Bank	\$5,093.78
3	Lafayette Bank & Trust-LIRF	\$22,980.37
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14	Rens. Bank'g Ctr. CD#400037126	\$0.00
15	Rens. Bank'g Ctr. CD#400037128	\$0.00
16	Rens. Bank'g Ctr. CD#400037161	\$200,000.00
17	Rens. Bank'g Ctr. CD#400037160	\$100,000.00
<i>Total all banks =</i>		<i>\$542,291.48</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.311	CPF	12/27/2000	\$3,164.07	
				\$63,889.20		CPF		\$983.20	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,094.50</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.311		12/27/2000	\$3,077.70	

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.551	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.581	OPER	11/13/2000	\$3,317.54	

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 02/01/2001 To 02/28/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$7,804.32	\$39,411.68	16.5
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$54,244.18	\$103,142.87	\$532,611.13	16.2
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,254.88	\$6,067.49	\$36,494.51	14.3
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,587.99	\$8,728.19	\$46,774.81	15.7
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$149.21	\$1,845.79	7.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$7,325.76	\$24,367.24	23.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$0.00	\$30,586.00	\$4,600.04	\$4,684.04	\$25,901.96	15.3
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
Subtotal	\$846,809.00		\$846,809.00	\$70,621.75	\$137,901.88	\$708,907.12	16.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$18.00	\$18.00	\$900.00	2.0
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$671.95	\$671.95	\$5,528.05	10.8
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$0.00	\$3,800.00	\$916.17	\$916.17	\$2,883.83	24.1
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$1,092.44	\$1,377.10	\$3,422.90	28.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$271.00	\$281.38	\$718.62	28.1
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$393.37	\$393.37	\$3,606.63	9.8
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$305.37	\$305.37	\$2,194.63	12.2
Subtotal	\$24,360.00	\$18.00	\$24,378.00	\$3,668.30	\$3,963.34	\$20,414.66	16.3
3. Other Services and Charge							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$0.00	\$6,361.50	0.0
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$125.00	\$269.00	\$5,731.00	4.5
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$925.55	\$1,591.80	\$5,408.20	22.7
3.22 POSTAGE	\$4,900.00	\$0.00	\$4,900.00	\$44.76	\$724.76	\$4,175.24	14.8
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$905.11	\$905.11	\$6,094.89	12.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,820.42	\$2,778.42	\$5,221.58	34.7
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$682.40	\$853.94	\$7,146.06	10.7
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$76.50	\$76.50	\$1,423.50	5.1
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$1,259.00	\$9,741.00	11.4
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$7,132.52	\$9,722.99	\$16,277.01	37.4
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,765.99	\$6,283.67	\$39,716.33	13.7
3.53 WATER	\$950.00	\$0.00	\$950.00	\$94.50	\$154.35	\$795.65	16.2
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$173.51	\$398.57	\$2,001.43	16.6
3.61 BUILDING & STRUCTURES	\$48,000.00	\$0.00	\$48,000.00	\$3,869.54	\$5,500.44	\$42,499.56	11.5
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$68.45	\$68.45	\$5,931.55	1.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$116.95	\$126.90	\$153.10	45.3
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$870.00	\$2,163.03	\$436.97	83.2
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$10,747.36	\$11,024.47	\$42,583.03	20.6
Subtotal	\$279,195.00	\$19,224.00	\$298,419.00	\$32,418.56	\$43,901.40	\$254,517.60	14.7
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$239.00	\$44,664.00	\$402.99	\$563.96	\$44,100.04	1.3
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$8,656.11	\$13,280.23	\$140,325.22	8.6
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$610.72	\$1,225.89	\$22,774.11	5.1
4.53 NONPRINTED MATERIALS	\$60,000.00	\$24.95	\$60,024.95	\$4,479.49	\$10,841.31	\$49,183.64	18.1
Subtotal	\$278,425.00	\$3,869.40	\$282,294.40	\$14,149.31	\$25,911.39	\$256,383.01	9.2
Grand Total	\$1,428,789.00	\$23,111.40	\$1,451,900.40	\$120,857.92	\$211,678.01	\$1,240,222.39	14.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)

Register of Claims
Jasper County Public Library

Report Date: From 02/01/2001 To 02/28/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	56	PAYROLL	02/10/2001	PAYROLL	\$31,239.80
19619	57	INDIANA LIBRARY FEDERATIO	02/10/2001	ILF Legislative Day;2/13/01-Daugherty, Stringfellow, Smith	\$115.00
19620	58	JOURNAL AND COURIER	02/10/2001	Newspaper Subscription;2/14/01-2/12/02 Rens	\$143.00
19621	59	LA-PORTER FEDERAL CREDIT	02/10/2001	Withheld from Payroll 2/10/01;Rusher	\$25.00
19622	60	MBNA AMERICA BUSINESS C	02/10/2001	2001 Spring Symposium-3/2/01;Daugherty,Weed,Tachtiris	\$600.00
19623	61	MBNA AMERICA BUSINESS C	02/10/2001	Rechargeable Battery;Airfare 3/13 & 3/17-Evers, Maxwell	\$637.10
19624	62	NIPSCO	02/10/2001	Dem. Utilities-12/19/00-1/18/01	\$4,358.92
19625	63	NORTHWESTERN INDIANA TE	02/10/2001	Local Telephone Sevice FEB '01-Dem	\$137.35
19626	64	RENS./REMINGTON CHAMBER	02/10/2001	February 14 luncheon-Stringfellow	\$6.00
19627	65	TOWN OF DEMOTTE	02/10/2001	Sewer Service-DEC '00-Dem	\$47.86
19628	66	TOWN OF WHEATFIELD SEW	02/10/2001	Sewer Service FEB '01-Wheat	\$41.05
19629	67	ACE HARDWARE	02/12/2001	Four 5-Gal Pails	\$13.96
19630	68	ALA/BOOKLIST	02/12/2001	Booklist subs. 10/15/00-10/15/02	\$135.00
19631	69	ALCO DISCOUNT STORE #290	02/12/2001	Bookcase, Message Board, Batteries, book wipes.	\$57.09
19632	70	AMERICAN LIBRARY ASSOCIA	02/12/2001	ALA Membership Dues	\$870.00
19633	71	ASAE	02/12/2001	Children Books	\$63.36
19634	72	AVC CORPORATION	02/12/2001	Feb. Service- Financial Computer	\$99.00
19635	73	BAKER & TAYLOR	02/12/2001	Books, Continuations, Sign Language Bks, Gift Fund Bks.	\$7,190.38
19636	74	BARNES & NOBLE	02/12/2001	Books, Videos, Audio	\$772.10
19637	75	BESTBUYBIZ	02/12/2001	VIDEOS, SOFTWARE, DVD, CD's	\$2,694.46
19638	76	BETTER CONTAINERS MFG. C	02/12/2001	Book Bags-plastic	\$448.76
19639	77	BOWKER	02/12/2001	Ulrich's Int. Periodical Directory	\$636.65
19640	78	BUILDERS FIRSTSOURCE	02/12/2001	Insulation replacement for DeM. Library roof leaks	\$139.56
19641	79	CAMPBELL PRINTING COMPA	02/12/2001	Logo Notecards	\$66.30
19642	80	CHIEF, CDS	02/12/2001	Marc Format Cataloging Materials	\$50.00
19643	81	CHARLOTTE FAGEN	02/12/2001	Mileage	\$30.36
19644	82	CROSSWIND SERVICES, INC.	02/12/2001	Cleaned printer and new cartridge	\$68.00
19645	83	CULLIGAN	02/12/2001	Water Cooler rental & water @ Wh. Lib.	\$44.60
19646	84	DEMOTTE CHAMBER OF COM	02/12/2001	EXPO DAY 2001Booth Rental	\$75.00
19647	85	DIANA KOOY	02/12/2001	Mileage	\$40.71
19648	86	DIANE KROS	02/12/2001	Mileage	\$57.96
19649	87	FASE'S WATER TREATMENT	02/12/2001	Redout for softner	\$35.00
19650	88	GA FOODS GROUP	02/12/2001	Mgmt Meeting Expenses-Gift Fund	\$8.87
19651	89	GAIL JUNG	02/12/2001	Mileage	\$32.43
19652	90	GAIL JUNG	02/12/2001	Rens. Petty Cash: Postage, Cards, Counterparts Mtg. Expense	\$42.24
19653	91	GARNER ROOFING, INC	02/12/2001	Snow Removal @ Rens. Lib.	\$360.00
19654	92	GAYLORD BROS.	02/12/2001	Bookcase @ DeM Lib	\$625.04
19655	93	GENEALOGY.COM	02/12/2001	Book	\$29.99
19656	94	GIESLER ELECTRIC, INC	02/12/2001	Lighting repairs @ DeM. Lib.	\$185.98
19657	95	GOODWIN FIRE EQUIPMENT	02/12/2001	Fire Extinguisher recharged	\$23.45
19658	96	GUILD PRESS OF INDIANA, IN	02/12/2001	Books	\$40.12
19659	97	HAMSTRA BUILDERS, INC.	02/12/2001	Remove Ice/Snow Buildup on roof @ Wh. Lib.	\$105.00
19660	98	HERITAGE OFFICE PRODUCT	02/12/2001	Namebadges, UPS, Inkjet cartridges, typewriter ribbons/corr. tapes, etc.	\$566.41
19661	99	HP PRODUCTS CORP.	02/12/2001	Kleenex, TP, Hand soap, Paper towels, Trash bags, cleaners, etc.	\$948.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19662	100	INGRAM	02/12/2001	Books-paperbacks, Ezreader	\$35.69
19663	101	INSPIRATIONAL BOOK DISTRI	02/12/2001	Books	\$194.35
19664	102	INDIANA VISUAL & AUDIO NET	02/12/2001	CD-ROM Replacement for lost item	\$24.99
19665	103	JACKIE SAXON	02/12/2001	Mileage-AV Shopping Trip	\$18.29
19666	104	JASPER COUNTY HISTORICAL	02/12/2001	Books	\$50.00
19667	105	JENNIFER L. EVERS	02/12/2001	Mileage-Copier Research trip & expenses	\$43.05
19668	106	JILL TACHTIRIS	02/12/2001	Mileage-Ref. Counterparts Mtg	\$31.74
19669	107	KEVIN GIBSON	02/12/2001	Snow/Ice removal from Roof @ DeM. Lib. & Cleanup	\$275.00
19670	108	KOLORTECH, INC.	02/12/2001	Fluorescent Tubes	\$574.86
19671	109	LAFAYETTE BANK AND TRUS	02/12/2001	Safe Deposit Box rental	\$32.00
19672	110	LAWN CARE CONSULTANTS	02/12/2001	Lawn Mowing @ Wh. Lib.	\$310.00
19673	111	MARKEY'S AUDIO VISUAL, INC	02/12/2001	Digital Camera & Carry Case	\$766.00
19674	112	McSHANE'S	02/12/2001	Mobile Printer stand-T.S. Dept	\$174.99
19675	113	MIKE CARDIN	02/12/2001	Snow/Ice Removal from roof @ DeM. Lib.; lib. shelf assembly	\$170.00
19676	114	MOOLENAAR SUPREME PROF	02/12/2001	2001 Fertilization Contract @ DeM & Rens. Libraries	\$584.00
19677	115	PACHYDERM PRESS	02/12/2001	Books	\$55.95
19678	116	PATTY STRINGFELLOW	02/12/2001	Mileage & Mtg Expenses	\$59.97
19679	117	PEGGY WOODS	02/12/2001	AV Trip Expenses	\$12.64
19680	118	PHILIP N. HOWARD	02/12/2001	Snow Removal @ Wh. Lib. & DeM; repair cabinet drawer	\$235.00
19681	119	PLEASANT COMPANY PUBLIC	02/12/2001	Audiocassette	\$4.95
19682	120	POST TRIBUNE	02/12/2001	Newspaper Subscription @ Rens.	\$81.12
19683	121	RACHAEL CAVINDER	02/12/2001	Mileage	\$15.18
19684	122	RAND MCNALLY & COMPANY	02/12/2001	Commercial Atlas	\$299.87
19685	123	RECORDED BOOKS, LLC	02/12/2001	Audiobooks	\$476.00
19686	124	REBECCA GIBSON	02/12/2001	Foam Replacement Ceiling tiles, dropcloths, labeler	\$118.13
19687	125	RENSSELAER LUMBER CO.	02/12/2001	Ceiling Tiles @ DeM. Lib.	\$236.00
19688	126	RENSSELAER REPUBLICAN	02/12/2001	T.S Lib. Asst Ad,	\$76.50
19689	127	RICHARD RHOADES	02/12/2001	Installed Ceiling tiles	\$120.00
19690	128	RUSSELL R. SESSIONS	02/12/2001	Snow Removal @ DeM. Lib	\$1,195.00
19691	129	SANDRA L. HESTERMAN	02/12/2001	Mileage	\$20.70
19692	130	SECURITY COURIERS CORP.	02/12/2001	Courier Service	\$1,018.38
19693	131	SPRINT	02/12/2001	Long Distance-January	\$42.23
19694	132	STAPLES CREDIT PLAN	02/12/2001	HP OfficeJet	\$1,009.96
19695	133	SUNCOAST #3009	02/12/2001	AV Materials	\$630.31
19696	134	TERRY J. FERRELL	02/12/2001	Snow Removal @ Wh.	\$120.00
19697	135	THE CHAMBER	02/12/2001	Books	\$12.95
19698	136	THERMOGAS COMPANY	02/12/2001	Water Heater repairs	\$55.00
19699	137	THINK TANK INFORMATION S	02/12/2001	Maintenance Contract	\$9,440.00
19700	138	TIMESTEP PLAYERS	02/12/2001	Deposit-Summer Rdg Prog.	\$125.00
19701	139	TOM KROOSWYK PLMBG, HT	02/12/2001	Bathroom Stool repairs @ DeM	\$30.00
19702	140	TRUGREEN	02/12/2001	Ice Melt	\$200.00
19703	141	TYSEN'S COUNTRY GROCER	02/12/2001	Ch. Program supplies, cleaning supplies, etc.	\$147.42
19704	142	UNIQUE MANAGEMENT SERVI	02/12/2001	Collections service- Dec.'00	\$189.98
19705	143	USA TODAY	02/12/2001	Newspaper Subscription	\$119.00
19706	144	VERIZON DIRECTORIES COR	02/12/2001	Phone Directories	\$300.64
19707	145	VISTA INC.	02/12/2001	Ceiling Spot Bulbs	\$89.50
19708	146	WAL-MART COMMUNITY BRC	02/12/2001	ILF Basket items, Craft Supplies, Printer ribbons, videos	\$127.12
19709	147	WASHINGTON COUNTY, ORE	02/12/2001	Video	\$5.00
19710	148	ASAE	02/12/2001	Video	\$32.17
19711	149	ALIAC	02/12/2001	Deferred Comp Contribution	\$1,306.00
0	150	INTERNAL REVENUE SERVIC	02/12/2001	FICA & FED Taxes Withheld 10 FEB 01	\$7,865.42
0	151	INDIANA DEPARTMENT OF RE	02/20/2001	State & County Taxes Withheld JAN 01	\$2,326.04
0	152	PEOPLES STATE BANK	02/01/2001	Debit on Stop Payment	\$18.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	153	PAYROLL	02/25/2001	PAYROLL	\$30,193.92
19712	154	ALIAC	02/25/2001	Deferred Comp Contribution	\$1,306.00
19713	155	ANTHEM LIFE	02/25/2001	February Life Ins. Premium 20-Employees	\$93.00
19714	156	CHICAGO TRIBUNE	02/25/2001	Annual Subscription 2/11/01-2/9/02;Rens	\$132.60
19715	157	CITY OF RENSSELAER	02/25/2001	Utilities 1/9/01-2/8/01;Rens	\$2,830.10
19716	158	LA-PORTER FEDERAL CREDIT	02/25/2001	Withheld from Payroll 25 FEB 01-Rusher	\$25.00
19717	159	NIPSCO	02/25/2001	Wheatfield Utilities 1/12/01-2/12/01	\$1,333.31
19718	160	SPRINT	02/25/2001	Datalines & Telephone Service Feb 01-Rens	\$1,255.35
0	161	INTERNAL REVENUE SERVIC	02/26/2001	FICA & FED Taxes Withheld 25 FEB 01	\$7,546.06
19719	162	ANTHEM BLUE CROSS AND B	02/25/2001	Jan & Feb '01 Health Premiums-12 employees	\$7,416.96
19720	163	NIPSCO	02/25/2001	DeMotte Utilities-1/18-2/16/01	\$3,520.63
19721	164	ILF ANNUAL CONFERENCE	02/25/2001	ILF Annual Mtg	\$1,094.00
19722	165	SPRINT	02/25/2001	Local Phone Service-Wheatfield Lib.	\$173.02
0	166	JASPER COUNTY PUBLIC LIB	02/13/2001	Redeemed CD @ Rens. Banking Ctr.	\$200,000.00
Total Amount of Claims					\$342,329.39

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, March 01, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$342,329.39

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

F5

February 28, 2001

February 28, 2001

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$1,923.36	\$4,477.88
DeMotte	\$597.03	\$1,622.41		
Rensselaer	\$904.36	\$1,954.08		
Wheatfield	\$421.97	\$901.39		
PHOTOCOPIES:			\$649.46	\$1,220.09
DeMotte	\$328.00	\$606.00		
Rensselaer	\$252.11	\$474.24		
Wheatfield	\$69.35	\$139.85		
CARDS:			\$86.00	\$252.00
DeMotte	\$42.00	\$92.00		
Rensselaer	\$24.00	\$118.00		
Wheatfield	\$20.00	\$42.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
COMPUTER DISKS:			\$0.00	\$0.00
INTEREST:			\$3,786.16	\$5,928.86
Checking/Repurchase/Savings	\$468.62	\$1,462.65		
CD's & Investments	\$3,317.54	\$4,466.21		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$4,456.52	\$4,504.86
Insurance	\$4,438.52	\$4,438.52		
Rebates	\$0.00	\$0.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$18.00	\$18.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$10,901.50	\$16,383.69
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$118.50	\$193.50
DeMotte	\$78.50	\$103.50		
Rensselaer	\$30.00	\$80.00		
Wheatfield	\$10.00	\$10.00		
LIBRARY IMPROVEMENT FUND:			\$101.75	\$201.91
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$0.00	\$0.00
Interest Earned	\$0.00	\$0.00		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
POST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$11,121.75	\$16,779.10

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$6,235.50	\$11,797.05	\$19,038.62	\$36,573.33
FICA Collected	\$4,587.99	\$8,728.19		
State Tax Collected	\$2,034.86	\$3,856.65		
County Tax Collected	\$562.51	\$1,066.76		
Deferred Comp Plan	\$2,612.00	\$5,196.70		
#125 Pre-tax Plan	\$1,460.96	\$2,921.92		
Life/Health Insurance	\$0.00	\$9.00		
PERF	\$1,494.80	\$2,897.06		
Credit Union	\$50.00	\$100.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$30,160.37	\$53,352.43

Register of Claims
Jasper County Public Library

Report Date: From 03/01/2001 To 03/12/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	167	PAYROLL	03/10/2001	PAYROLL	\$27,176.44
19723	168	ALIAC	03/10/2001	Deferred Comp. Contribution	\$1,306.00
19724	169	ANTHEM BLUE CROSS AND B	03/10/2001	MAR '01 Health Premium-13 Employees	\$4,357.22
19725	170	ILF ANNUAL CONFERENCE	03/10/2001	ILF Annual Meeting	\$74.00
19726	171	LA-PORTER FEDERAL CREDIT	03/10/2001	Withheld from Payroll 10 MAR 01-Rusher	\$25.00
19727	172	NORTHWESTERN INDIANA TE	03/10/2001	MAR '01 Local Telephone service-Demotte	\$26.07
19728	173	SPRINT	03/10/2001	Long Distance Feb '01-Dem & Wh	\$45.68
19729	174	TOWN OF DEMOTTE	03/10/2001	Sewer Service Demotte-Jan '01	\$47.86
19730	175	TOWN OF WHEATFIELD SEW	03/10/2001	Sewer Service Wheatfield-Mar '01	\$41.05
0	176	INTERNAL REVENUE SERVIC	03/12/2001	FICA & FED Taxes Withheld 10 MAR 01	\$6,639.46
19731	178	A & S PLUMBING & HEATING	03/12/2001	Repair to Drinking Fountain-Demotte	\$218.27
19732	179	ACE HARDWARE	03/12/2001	Furniture Polish & Roof Deicer Kit-Demotte	\$101.33
19733	180	ALCO DISCOUNT STORE #290	03/12/2001	DeMotte Childrens Program Supplies	\$15.98
19734	181	ASSOCIATED BAG COMPANY	03/12/2001	Yellow/Black OSHA Safety	\$9.39
19735	182	AVC CORPORATION	03/12/2001	March Service-Financial Computer	\$99.00
19736	183	BAKER & TAYLOR	03/12/2001	Books, Continuations, Gift Books & AV Materials	\$6,512.72
19737	184	BETHANY HOUSE PUBLISHER	03/12/2001	Books	\$44.94
19738	185	BOILER & PRESSURE VESSEL	03/12/2001	Boiler Inspection-Rens	\$24.00
19739	186	BOOKMARK INC.	03/12/2001	Code Books & Continuations	\$888.55
19740	187	CENTRAL STATES SALES CO	03/12/2001	Outdooor Ground Bulbs	\$260.53
19741	188	CHARLOTTE FAGEN	03/12/2001	SmileMakers-Stickers & Supplies for Demotte Childrens	\$40.70
19742	189	CHILD'S WORLD	03/12/2001	Books	\$566.25
19743	190	CONDE NAST COLLECTION	03/12/2001	Best of Gourmet Book	\$27.45
19744	191	CULLIGAN	03/12/2001	March Rental	\$9.95
19745	192	DELL MARKETING L.P.	03/12/2001	Dell 866Mhz Computer	\$2,180.00
19746	193	DEMCO	03/12/2001	Labels,Suggestion boxes,CD Sleeves,Magazine Display Rack,Posters,Banners,Bookmarks	\$262.61
19747	194	DEMCO MEDIA	03/12/2001	Spanish Books	\$414.95
19748	195	DEPARTMENT OF FIRE & BUIL	03/12/2001	17 Code books-prepay	\$118.00
19749	196	DIANA KOOS	03/12/2001	Mileage,Tea Kettle & Watering Can	\$89.86
19750	197	DIANE KROS	03/12/2001	Storytime & Bank Mileage	\$22.08
19751	198	DIANE OPOLSKI	03/12/2001	Readers Advisory Mtg Mileage	\$5.52
19752	199	EDUCATIONAL RECORD CENT	03/12/2001	Audio Cassettes & CD's	\$138.09
19753	200	EDUCATIONAL RESOURCES	03/12/2001	Office Pro 2000 License	\$43.15
19754	201	ELLISON EDUCATIONAL EQUI	03/12/2001	Diecuts-Castle,Treasure Chest,Dragon	\$162.75
19755	202	GAIL JUNG	03/12/2001	Mngmnt Mtg Mileage,Batteries	\$18.38
19756	203	GALE GROUP	03/12/2001	Something About the Author	\$116.66
19757	204	GARNER ROOFING, INC	03/12/2001	Snow Removal @ Rens. Library	\$315.00
19758	205	GAYLORD BROS.	03/12/2001	Galaxy Maintenance,Marc Subscrip,Step Stool,Spine Labels,Video repair kit	\$4,560.58
19759	206	GIESLER ELECTRIC, INC	03/12/2001	Install Track Lighting-Demotte	\$335.96
19760	207	HECKMAN BINDERY, INC.	03/12/2001	Book Binding Repairs	\$808.80
19761	208	HERITAGE OFFICE PRODUCT	03/12/2001	Rubberbands,File folders,Markers,index tabs,air cleaner,binders,envelopes,message pads	\$101.93
19762	209	HIGHSMITH CO. INC.	03/12/2001	Summer Reading Supplies,Laminate,book tape	\$483.81
19763	210	HP PRODUCTS CORP.	03/12/2001	2 Mats, & Vacuum Motor	\$427.63
19764	211	INCOLSA	03/12/2001	2001 Membership,PC Security Wrkshp;4/18/01,Storytime Year Wrkshp;5/4/01	\$210.00
19765	212	INDIANA ASSOCIATION OF HO	03/12/2001	Book	\$10.00
19766	213	INDIANA VISUAL & AUDIO NET	03/12/2001	Audio books & DVD lease	\$1,490.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19767	214	INGRAM	03/12/2001	Books	\$57.36
19768	215	INSPIRATIONAL BOOK DISTRI	03/12/2001	Books	\$41.04
19769	216	JACK STANDISH	03/12/2001	Shelving for AV closet @ Rens	\$18.97
19770	217	JILL TACHTIRIS	03/12/2001	Mileage & book	\$33.90
19771	218	LANDMARK AUDIOBOOKS	03/12/2001	Annual Audio Lease Program-R,D,W	\$3,381.00
19772	219	LIBRARY VIDEO COMPANY	03/12/2001	Video's	\$115.19
19773	220	LIBROS SIN FRONTERAS, CO.	03/12/2001	Spanish Books	\$110.65
19774	221	LYNN DAUGHERTY	03/12/2001	ILF & PLA Expenses, Mileage	\$572.09
19775	222	MARSHALL CAVENDISH CORP	03/12/2001	Books	\$121.53
19776	223	MIKE CARDIN	03/12/2001	Replaced Ceiling Tiles @ Demotte	\$210.00
19777	224	PATRICK R. OATIS	03/12/2001	Sign Language Class 3/5-4/9;Wheatfield(2nd Payment)	\$235.00
19778	225	PATRICK R. OATIS	03/12/2001	Sign Language Class 3/5-4/9;Wheatfield(1st Payment)	\$235.00
19779	226	PATTY STRINGFELLOW	03/12/2001	Mileage-Agency Lib,Mngmnt, Headstart, Book Ordering	\$71.08
19780	227	POSTMASTER	03/12/2001	Post Office Box Rental fee 2001-Demotte	\$50.00
19781	228	POSTMASTER GENERAL	03/12/2001	Stamps	\$701.00
19782	229	QUILL	03/12/2001	Cart,Index cards,Const. Paper,note pads,contact paper,tape,type ribbon,toner cartridges,markers	\$1,164.62
19783	230	REBECCA GIBSON	03/12/2001	tape for label machine,duster,adapter for answering machine,brochure holder	\$75.78
19784	231	RECORDED BOOKS, LLC	03/12/2001	Audio Books	\$623.50
19785	232	REGENT BOOK CO., INC.	03/12/2001	Books	\$21.53
19786	233	REINFORCEMENTS DESIGN	03/12/2001	Nylon Banners with Mission Statements-R,D,W	\$210.00
19787	234	SANDRA L. HESTERMAN	03/12/2001	Mileage-Magazine mtg	\$15.18
19788	235	SECRETARY OF STATE	03/12/2001	Notary Public Fee-Glenda Brown	\$5.00
19789	236	SECURITY COURIERS CORP.	03/12/2001	Courier Service	\$930.72
19790	237	SELBY PUBLISHING	03/12/2001	Genealogy Books	\$110.00
19791	238	SUDANCO AFFORDABLE ALTE	03/12/2001	Thermal Receipt Paper, Labels	\$246.17
19792	239	TERRY J. FERRELL	03/12/2001	Snow Removal @ Wheatfield	\$40.00
19793	240	TOM KROOSWYK PLMBG, HT	03/12/2001	Bathroom stool repairs @ Wheatfield	\$72.50
19794	241	TYSEN'S COUNTRY GROCER	03/12/2001	Children's Program & book discussion supplies	\$39.20
19800	242	TYSEN'S FAMILY FOOD CENT	03/12/2001	Program supplies-Wheatfield	\$8.78
19796	243	UNIQUE MANAGEMENT SERVI	03/12/2001	Collection Services Jan '01	\$144.24
19797	244	WALL STREET JOURNAL	03/12/2001	Subscription- 2 years;Demotte	\$299.00
19798	245	WAL-MART COMMUNITY BRC	03/12/2001	Video's, DVD's,CD's,Answering Machine,Lamp	\$1,307.87
19799	246	WORLD BOOK SCHOOL AND L	03/12/2001	Books	\$2,223.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims
					\$74,364.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 06, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$74,364.50

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

APR.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, April 9, 2001, 7:00 PM
DeMotte Library Meeting Room**

Purpose

Opening of meeting

Moment of silence

Capital Projects Fund Plan Hearing (R 11)

Discussion

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Workshop approval (R 13)
- D. Salary ordinance changes (R 7)

General Business

- A. DeMotte Library annual report (R21)
- B. Capital Projects Fund Plan Adoption(R 21)
- C. Wheatfield meeting room chairs (R 23-24)
- D. Personnel Policy (R 15-R18)
- E. DeMotte HVAC concerns (R 9-14)
- F. Milroy collection (R 22-23)
- G. Wheatfield expansion plans (R 24)

Information
Action
Action
Action
Discussion
Action
Discussion

Director's Report (R 21-R 24)

Discussion

Items for future Agendas

Public Forum

Adjournment

MinutesMarch 12, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Mark Heinig III, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Gail Jung. **Absent:** Joan Floyd.

Agenda/Consent Agenda: On a motion by M. Sayler, seconded by M. Crawford, the Consent Agenda and Agenda items including, February Minutes, Financial Reports, Fax Machine and Staff Complaint Policy (no changes) were approved unanimously.

Web Server Purchase: Web server is no longer able to function smoothly due to the lack of memory to run the applications housed on it. The board approved purchase of a new web server on a motion by M. Heinig, seconded by S. Deardorff, to be funded from (3.94) Transfer to LIRF.

Automation Vendor Contract: Our attorney, Kent Mahnesmith, reviewed the draft TLC contract and proposed changes. The board voted to enter into a contract once all parties have agreed and authorized the Board President to sign with TLC in the sum of \$118,048 according to the breakdown herewith on a motion by M. Crawford, second by M. Heinig. Motion passed unanimously. The computers for the migration project will be purchased separately from Dell.

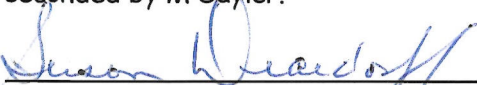
Capital Projects Fund: The proposed 3 yr. plan was presented and approved for advertising on a motion by S. Deardorff, seconded by M. Crawford. The public hearing will be held at the April 9th Board Meeting at the DeMotte Library.

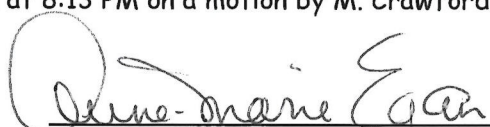
DeMotte Energy Audit: Mike Lavelle, who conducted our energy audit on a state grant, provided a thorough performance report available through the web for us to view. Primary findings indicate the heat from the lights is more than 50% responsible for heat lost into the attic area. Replacing with high efficiency lamps and ballasts and transferring the heat from the lights back into the heating system would result in an energy savings and greatly reduce the possibility of ice buildup on the roof. Energy savings measures for the heating and air conditioning systems, added to electrical utility savings, would result in an estimated total \$17,336 annual energy savings. Ther next step will be to research effective ways of financing the repairs by using either Public Facility Energy Efficiency Program at 0% financing up to \$100,000 or a Guaranteed Energy Savings Contract paid through energy savings.

Director's Evaluation: The Evaluation Committee will select the new evaluation form and distribute it to the Board at the April Meeting for their input.

Fund-Raising Committee: Will meet at 5:00 PM at the DeMotte Library prior to the regular Board meeting on April 9th.

With no other business to discuss, the meeting adjourned at 8:13 PM on a motion by M. Crawford, seconded by M Sayler.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

March 2001

DEMOTTE

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

**Total
Circ.**

Fiction	67	51	2,318	90	298	2,797	69	58	921	6,036
Nonfiction	62	48	1,938	99	91	1,704	38	20	757	4,449

Fiction	49	29	3,092	72	132	2,430	71	3	1,044	6,566
Nonfiction	152	4	957	56	43	992	39	0	364	2,313

Magazines,Adult	733	414	242	1,389
Magazines, Child	68	24	9	101
Graphic Mat'l	0	2	5	7
Internet Use	221	592	89	902
Microforms				0

Sound Rec/Adult	17	1	507	54	0	705	12	1	226	1,438
Sound Rec/Child	9	1	101	4	6	71	2	0	33	205
Online Databases										
CD ROM software	4	0	123	6	0	125	4	0	92	340
Software										
Vertical Files	0	86	40	0	0	19		0	2	61
VHS/DVD	17	0	1,166	41	0	1,736	11	0	722	3,624
Equipment			1			2			0	3
TOTAL	377	220	11,315	422	570	11,613	246	82	4,506	27,434

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	49,307	58,487	26,520
Daily Average Circulation	419	430	167
Percent Increase/Decrease	5.8%	0.2%	2.9%

[illegible]

MONTHLY SYSTEM STATISTICS

Circulation	26,666	27,434	2.9%
Jan. to date circulation	73,474	78,157	6.4%

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王

CIRCULATION BY ITEM FINE CODE
March 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	36	47	28	111
100 (1)	66	77	25	168
200 (2)	64	70	44	178
300 (3)	272	178	91	541
400 (4)	9	30	9	48
500 (5)	65	76	19	160
600 (6)	700	516	269	1485
700 (7)	378	263	124	765
800 (8)	61	86	24	171
900 (9)	170	205	62	437
B (10)	97	104	33	234
j000 (11)	17	9	0	26
j100 (12)	1	8	2	11
j200 (13)	16	14	10	40
j300 (14)	73	94	42	209
j400 (15)	16	36	1	53
j500 (16)	274	269	113	656
j600 (17)	128	130	45	303
j700 (18)	160	155	49	364
j800 (19)	29	39	19	87
j900 (20)	114	161	54	329
jB (21)	129	77	29	235
FIC (22)	1592	1638	668	3898
yaFIC (23)	74	137	43	254
LARGE PRINT (24)	56	68	18	142
jFIC (25)	381	434	134	949
jE (26)	1886	1404	679	3969
jER (27)	445	277	134	856
Magazines (28)	733	414	242	1389
Games/Toys (29)	0	2	0	2
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	2	1	0	3
jCassettes (33)	11	8	1	20
Compact Discs (34)	296	415	150	861
jCompact Discs (35)	13	7	10	30
Sound Recordings (36)	209	289	76	574
jSound Recordings (37)	77	56	22	155
CD ROM Software (38)	123	125	92	340
Vertical File (39)	40	19	2	61
Equipment (40)	1	2	0	3
yapFIC (41)	188	165	51	404
jpFIC (42)	380	315	97	792
Reference (43)	66	52	28	146
Genealogy (44)	0	0	1	1
jMagazines (45)	68	24	9	101
VHS (46)	1082	1624	683	3389
Computer software (47)	0	0	0	0
Internet usage (49)	221	592	89	902
Textbooks (50)	4	0	0	4
Professional Collect.(51)	0	0	0	0
DVD (52)	0	0	0	0

Express books (53)	22	111		133
Free reads	386	678	141	1205
Puzzles			5	5
Talking books				0
Assignment shelf books				0
TOTAL	11315	11613	4506	27434

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

March 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS	
	Hrs.		Hrs.		Hrs.		SPENT	
INTRALIBRARY LOANS FILLED	140	30	145	31	239	52	524	114
LOCAL HISTORY								
In person	3	1	24	7		0	27	8
Letters written	1	1	11	11		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used		0	36	3	30	3	66	6
VCR Use		0	3	0	0	0	3	0
Microforms	5	1	57	8	0	0	62	8
CD ROM/Online databases used	72	6	147	12	14	1	516	43
Typewriter use	1	0		0	3	0	4	0
Other equipment used	16	5		0	0	0	16	5
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	36	24	0	0	37	25
Notarized documents	11	3	0	0	0	0	11	3
Meeting Room Use (no. of groups)	76	25	29	10	35	12	140	47
Study room use	19	2	23	2	4	0	46	4
INTERLIBRARY LOANS								
Requests made for:	60	15	58	15	16	4	134	34
Items rec'd for:	61	31	49	25	28	14	138	69
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Borrowers--Start of month:	7064	7425	2907	17396
Borrowers--End of month:	7171	7523	2946	17640
Non-resident, paying	1	9	2	12
PLAC card users	0	1	0	1
Reciprocal borrowers	198	124	8	330

PROGRAMS

Programs for all ages	1	6	1	6	5	30	7	42
Children's Programs (0-13)	28	168	27	162	15	90	70	420
Number attending	447		243		169		859	
YA Programs (14-17)	6	36		0		0	6	36
Number attending	141				11		152	
Adult Programs	3	18	15	90	1	6	19	114
Number attending	108		119		88		315	
Senior Citizen Programs	3	18	2	12		0	5	30
Number attending	99		53		9		161	
Total Number of Programs	41	246	45	270	21	126	107	642
Total Persons Attending	795		415		277		1487	
Total Attending Same Month Last Yr.	460		411		254		1125	
Total Staff Hours Spent		366		417		212		1018
Hours Spent Same Month last year		249		381		211		841

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	1203	11.1%	1634	15.0%	605	14.0%	3442	13.2%
Adult Female (1)	6766	62.4%	5661	52.0%	2583	59.6%	15010	57.6%
Juvenile 0-11 (2)	1760	16.2%	1481	13.6%	428	9.9%	3669	14.1%
YA 12-17 (3)	326	3.0%	415	3.8%	152	3.5%	893	3.4%
Nonresident No Fee (4)	90	0.8%	329	3.0%	225	5.2%	644	2.5%
Board/Staff (5)	283	2.6%	689	6.3%	279	6.4%	1251	4.8%
School (6)	0	0.0%	28	0.3%	0	0.0%	28	0.1%
St. Joseph College (7)	0	0.0%	128	1.2%	0	0.0%	128	0.5%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	0	0.0%	35	0.3%	0	0.0%	35	0.1%
Corporate (10)	13	0.1%	200	1.8%	51	1.2%	264	1.0%
Reciprocal (11)	399	3.7%	278	2.6%	9	0.2%	686	2.6%
Total	10840		10878		4332		26050	
Total items borrowed by nonresidents	489	4.5%	798	7.3%	234	5.4%	1521	5.8%

Salary Ordinance 2001

Updated 3/29/01

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked	Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page(substitute)	5.50/5.60			R 4/27/01	8/1	1,2
Baugh, Lisa	Page	5.50/5.60	\$2,116.00	10	R 4/2/01	7/1	1,2
Greaney, Karen	Page	\$5.60	\$448.00	10	R 9/5/00	Res. 2/27	1b

Lisa Baugh has been hired to replace Karen Greaney as Rensselaer page. Karen, a St. Joseph's College student, had to resign because of illness and a resulting need to spend more time on her studies. Lindsey Bailey will work as a substitute page at Rensselaer when other pages cannot meet their work schedule commitments.

We have examined and approved the changes in the salary ordinance. Dated April 9, 2001

Mari Anne Saylor

Mark A Heining III

Genevieve Egan

Timothy M Scheetz

John J. Lipp

Susan O'Leary

DeMotte Building Problems

I sent you the recommendations from our Energy Audit. As I told you, you can find the full report on the following website: <http://onsite.let.com/demotte>. The login is "audit" (without the quotation marks) and the password is "building". I am including here the memo I sent previously with the draft of the March minutes--in case you have misplaced it.

What next? We seem to be too small a project to be attractive to contractors offering Guaranteed Energy Savings Contracts. Therefore, I feel we need to apply for the \$100,000, 0% interest, Public Facility Energy Efficiency Program loan. (PFEEP loan). Before the board meeting, I will prepare the 2-page pre-proposal which is due by 4/27. With your approval I will send it.

At that point, Monica Cannalley, Energy Policy Division, IN Department of Commerce, recommends that we *immediately* request quotes from contractors to do the work recommended by the Energy Audit.

I know, however, that Mike Lavelle, who did our energy audit, did not feel that he had thoroughly explored some of the possible options. Monica may not understand this. We have many more problems than most facilities and the time allowed for the audit was not enough for him to completely research all alternatives. Some issues have not been resolved. He recommended, and so do I, that we hire a consulting engineer to use the audit results and complete the research into all issues, then give us detailed specifications for what we need to do. At THAT point, we would be ready to get quotes from contractors--quotes which would compare apples and apples. We would also be more assured of having resolved the problem at the end of the process.

The entire project, as recommended in the audit, is \$110,000. If we hire someone to do additional research and write specifications, we might spend another \$5,000-\$15,000. However, they could save us money in the long run.

Advantage--an engineer takes an overall view of problems. They can often find ways to more efficiently and cheaply do something the contractor knows must be done. For instance, Precision gave us a quote for doing work loosely based on SIECO's recommendations. But in some areas Precision overpriced the job--in one case by recommending an expensive process of *relocating* and replacing ceiling air

diffusers instead of using retrofit kits. In the other case they recommended installation of an auxiliary heating coil and pump sized bigger than is necessary.

We would interview the engineer, get a budget estimate for his/her cost of doing the design work, work with contractors to perfect the design and then work with them to tell them exactly what must be done and how it should be done.

We worked with SIECO, Inc., consulting engineers, for our Rensselaer chiller project. They have recommended some changes at the DeMotte Library also, based on calculations made by Jerry Elkins, a former SIECO engineer. Some of his recommendations are similar to those Mike Lavelle made; however, he was only trying to resolve heating problems and did not consider energy savings measures, ice damming problems, etc. Since he left, we have been dealing with a different engineer who told me that "HVAC is not my specialty". I am uncomfortable working with him on this project, especially since he has never been to DeMotte to look at the library.

Mike Lavelle suggested Design-Aire of Indianapolis. He has worked with Bob Boulware, the owner of that company, for many years and presently works for him as a subcontractor. They have been in business for 19 years. Bob will send us company information. I will check references. Mike could recommend names of other good engineers if we desired.

By June 8, we must send in our final application for the PFFEP loan. This final application must include the actual cost of the project, so we must have received quotes and decided whose quotes we will accept by then. August 9 is when the Recycling and Energy Development Board meets to make final funding decisions. Monica assures me that we will have no problem getting our loan (because very few have been applying for them). We cannot begin work until the loan has been approved.

Bob Boulware says it would be a rush, but completing the research, designing specs and getting quotes *could* be completed by June 8 if we get started immediately. Much of the basic information is already accessible in the Energy Audit.

Funds to complete the project (above the \$100,000) could come from our building repair budget (3.61). The loan would be paid back over a period of about 6 years, if we follow present recommendations, since it is estimated that we will accrue enough energy savings in that time to completely pay for the repairs.

We have about \$6,300 encumbered from last year to use to pay SIECO consulting bills. If we don't use SIECO, we cannot use the money to pay another consultant, but the money is still there in our general fund building up our bank balance.

Next steps:

1. Decide whether to apply for the PFEEP loan to fund most of this repair project.
2. Decide whether to hire a consulting engineer to research, write specifications and, if you desire, check the work after it is completed.
3. Decide whether to continue using SIECO, Inc. as our consulting engineers or whether to change to Design-Aire or whether to look for someone else altogether.

DeMotte Energy Audit

Conversation with Mike Lavelle
March 14, 2001

He has given us his final recommendations. I have attached the printout of that page of his report.

Mike told us that our energy costs are way "out of sight". They are at least double what they should be. In a normal grade school, for instance, they are about \$.75 per square foot. DeMotte's are \$1.89 per square foot. He feels that by following the recommendations, we could reduce our energy expenses to \$.89 per square foot.

In his report, under "Computer Simulations", he shows that the costs for heating and cooling annually should be closer to \$36,000 rather than the actual \$43,000.

There are ends that are not tied up in the recommendations--at least three other areas we might want to explore further, but it was beyond the scope of the energy audit that he was commissioned by the state to do. One aspect might take another day or two of investigation. These additional areas of concern are listed below:

Diffusers: Part of the cost of the Fan Night Cycling measure listed in the recommendations involves replacing the diffusers that let air into the rooms through the ceiling. The cost *quoted* is the cost *Precision* quoted us for changing and relocating our diffusers and doing some other work.

We don't *need* to remove the present diffusers. There is a retrofit kit that can replace the inside of each diffuser with ones that limit the size of the air openings so air is pushed through at much higher velocity. The high velocity does not force hot air to the lower part of the room; it hugs the ceiling as at present, but the high velocity sucks up the cold air from the floor, brings it to the ceiling and mixes the hot and cold air, so we get more warming in the room. The present diffusers work well in the summer, but not in the winter. At present, the hot air comes out at low velocity, sits along the ceiling until it is sucked into the cold air return nearby and returns to the boiler. The cold air near the floor never gets a chance to mix with it. The *lower* cost of diffuser retrofits needs to be calculated.

Relief Air modifications: (In the report, click on Conservation Measures, then Relief Air.) We need to investigate whether there is a significant advantage to using the Economizer cycle in our HVAC system. In our system, up to 100% of

outside air can be pulled into the building when it is too warm *inside*, but cool outside (mainly spring and fall and some summer weather). It sounds good, but Mike's computer simulation program shows it achieves *no energy reduction*. *These calculations need to be confirmed.*

A big disadvantage with using outside air is that it can hold a great deal of moisture or it can be very dry. This might not be good for our books. The *biggest* disadvantage is that it brings far more air into our library than we need. The air has to leave the building (because that's the nature of air circulation). The way it does this is to work its way up through the ceilings and insulation and into the attic area. Then it tries to work its way out through the ridge vent and the perforated soffits that surround the exterior of the building. The problem is that there's too much air trying to get *out* of the building. Because those air vents are in constant use, releasing air *from* the building, they cannot bring the *cooler* air *into* the attic area from outside. The result is that the roof deck is not adequately cooled by the cool air coming into the attic area from outside and in certain conditions, we get ice dams.

To achieve adequate ventilation, we can spend money to install a new roof opening to duct inside air to the outside (big bucks). OR, eliminate the economizer air cycle completely (no cost). If we do one of these two things, AND capture lighting heat in some way, we will prevent the ice damming problem.

Capture lighting heat: In typical fixtures, about 20% of the energy of the electricity used goes into creating light. The other 80% escapes as heat. In our case, it escapes up into the attic, even though the lights have insulation over them.

The report calls for replacement of *lamps* and *ballasts* with more energy efficient lamps (and possibly fewer of them), but the *fixtures* themselves remain. Capturing lighting heat then becomes a matter of determining how to keep the heat from escaping into the attic area.

The recommendation includes building insulated boxes around each fixture and installing ductwork from fixture to fixture which eventually vents the heat into the return air heating ductwork.

More investigation *might* show that it would be more economical to replace the present fixtures entirely with new fixtures already equipped with insulated boxes and equipped for connection to a duct to capture and reuse the heat. Mike didn't have enough concrete information to be able to say which route was more economical. We might want to pursue this.

Recommendations

[[Home](#)] [[Up](#)] [[Bldg Description](#)] [[Recommendations](#)]

Recommend Energy Conservation Measures

		KWH	KW	THERMS	ANNUAL	ANNUAL	ANNUAL	ANNUAL	CAPITAL	PROJECT
ECM	MEASURE	ENERGY	DEMAND	ENERGY	ENERGY	DEMAND	GAS	TOTAL	COST	PAYBACK
No.	DESCRIPTION	SAVED	SAVED	SAVED	SAVINGS	SAVINGS	SAVINGS	SAVINGS	\$	YEARS
1	Lighting Replacement	35,380	10.97		\$ 4,745			\$ 4,745	\$ 29,283	6.17
2	Restroom Occupancy Sensor	854			\$ 110			\$ 110	\$ 360	3.27
3	Fan Night Cycling (1)	70,212			\$ 5,898			\$ 5,898	\$ 25,000	4.24
4	Boiler Replacement			3,978			3,239	\$ 3,239	\$ 19,000	5.87
5	Boiler Optimization			2,067			\$ 1,683	\$ 1,683	\$ 2,500	1.49
6	CO2 Outside Air Control	4,695		1,563	\$ 394		\$ 1,267	\$ 1,661	\$ 750	0.45
7	Capture Lighting Heat (2)								\$ 30,000	
8	Test & Balance								\$3,500	
	TOTALS / AVERAGES	111,141	10.97	7,608	\$ 11,147		\$ 6,189	\$ 17,336	\$ 110,393	6.37
Notes										
1	Fan night cycling requires a new air handling unit heating coil. The savings is attributable to reduced fan motor runtime. However, the capital cost is associated with the coil installation and new diffusers. The projected capital cost was supplied by PrecisionControls and may be higher than a more detailed engineering evaluation would determine.									
2	Based upon assembling a suitable duct assembly on top of the existing lighting fixtures with a ducted connection to the return air. This estimate needs to be confirmed.									

DeMotte Public Library
for the Jasper County Public Library
Energy Policy Division - Indiana Department of Commerce Energy Audit
Design-Aire Consultants
220 N. College Ave.
Indianapolis, IN
Last updated 03/14/01



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

PFEEP Energy Efficiency Improvement Loan Pre-Proposal Outline

April 10, 2001

We submit this pre-proposal outline for a \$100,000 interest-free loan to make improvements to our DeMotte branch library.

DeMotte Public Library, 901 Birch St. SW, DeMotte, IN 46310
Phone: 219-987-2221 FAX: 219-987-2220
Contact for project: Lynn Daugherty, Director

The **DeMotte Library building** (17,300 square feet) is a modern brick construction opened in 1992 as an addition and remodel of an existing church. For all practical purposes the entire structure is of new construction. Basic operating hours are 56 for patrons and 62 for staff.

The **ceiling** is a conventional lay-in type with double batts of fiberglass insulation above for the most part. There is no floor above the ceiling and access to the attic is only through the ceiling panels. **Windows** are double pane insulation type. **Building lighting** is mainly conventional T-12 fluorescent. Some of the fixtures reflect off the ceiling for an indirect effect. Most fixtures are recessed into the ceiling. Heat escaping into the attic area results in heating bills more than twice as large as necessary. Ice damming has caused damage on several occasions.

A **single gas-fired boiler** supplies heat to the building through hot water coils mounted in the distribution air ducts. A **single two-stage 50 ton condensing unit** provides cooling to the entire building. Mechanics have made many changes to the heating and air conditioning systems to correct problems caused by the original design and/or installation.

An **energy audit** by the Energy Policy Division, Indiana Department of Commerce, recommends the following energy conservation measures, at an estimated cost and savings as indicated below. Our energy audit

consultant felt that we could cut energy expenses from \$1.89 per square foot to 89 cents per square foot after employing these conservation measures:

Recommend Energy Conservation Measures

		KWH	KW	THERMS	ANNUAL	ANNUAL	ANNUAL	ANNUAL	CAPITAL	PROJECT
ECM	MEASURE	ENERGY	DEMAND	ENERGY	ENERGY	DEMAND	GAS	TOTAL	COST	PAYBACK
No.	DESCRIPTION	SAVED	SAVED	SAVED	SAVINGS	SAVINGS	SAVINGS	SAVINGS	\$	YEARS
1	Lighting Replacement	35,380	10.97		\$ 4,745			\$ 4,745	\$ 29,283	6.17
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2	Based upon assembling a suitable duct assembly on top of the existing lighting fixtures with a ducted connection to the return air. This estimate needs to be confirmed.									

DeMotte Public Library
for the Jasper County Public Library
Energy Policy Division - Indiana Department of Commerce Energy Audit
Design-Aire Consultants
220 N. College Ave.
Indianapolis, IN

Financing: We plan to use funds in our building repair budget, and if necessary, in our Library Improvement Reserve Fund, to augment the PFEED loan to complete these repairs. Without the PFEED loan, we do not have adequate funding for this project.

Utilizing money saved: The money saved through reduced utility bills will be used for about six years to pay back the loan. After that it can be used for normal library operating expenses. At present the library spends a disproportionate amount of its funding on utility bills and mechanical repair bills.

The **environmental impact** of this project will be the savings in kilowatts and therms, as indicated in the above chart.

Submitted by: Lynn Daugherty, Director, Jasper County Public Library

MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends some changes in wording to clarify the policy or to make the policy conform to recent board decisions. They recommend a classification title change from Administrative Assistant to Business Manager. They recommend changing the titles of PERF-covered positions to conform to our present classification titles. They recommend adding 50 cents to each of the Librarian 3 and System Administrator salary steps beginning in 2002, to make salaries for system administrators and librarians with administrative responsibilities more competitive. They recommend allowing non-certified personnel to earn 2 days vacation per month upon 10 years of service, instead of 15 years.

Discussion: The Policy Committee discussed a number of suggested changes to the Personnel Policy. In some cases, they declined to recommend changes. The portions of the policy highlighted on the following pages indicate recommended changes.

Vote: To approve the Personnel Policy with changes as recommended by the Policy Committee.

PERSONNEL POLICY

ADMINISTRATION AND MANAGEMENT

5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their orientation period. The Director will be evaluated annually in October. Change to: The Director will be evaluated annually in May.

BENEFITS

4. Vacations

4.1 Schedule of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week. (new sentence)

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5). (moved from Vacation Regulations, 4.2 below)

4.1.1 Certified librarians and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay (instead of 5-14 yrs' service)

10+ years' service - 2 days per month with pay (instead of 15+ years' service)

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director or his/her designee

4.2.2 Vacation time is not cumulative from one year to the next.

7. **Public Employee's Retirement Fund (PERF)**

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director

Assistant Director

Agency Librarian change to Librarian 3

Children's Librarian change to Librarian 1

Technical Services Librarian delete and add Librarian 2

Administrative Assistant change to: Business Manager

Library Specialist

Library Assistant

Special Services Librarian

Systems Administrator

Resolution

Be it resolved that the following job classifications at the Jasper County Public Library will be covered by PERF:

Director
Assistant Director
Librarian 1
Librarian 2
Librarian 3
Business Manager
Library Specialist
Library Assistant
Special Services Librarian
Systems Administrator

PERF Account #1546

This change reflects changes in job titles and neither adds nor deletes covered positions. It is effective, by approval of the Library Board, on April 1, 2001.

Approved by the Jasper County Public Library Board of Trustees, this 9th day of April, 2001.

Mari Anne Saylor

Bene-Marie Egan

David Egan

Susan Deardorff

Mark A. Heining III

Timothy M. Schult

Salary Schedule 2002

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Business Manager	\$10.00	\$10.00	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Librarian I	\$12.25	\$12.25	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25
Librarian 2	\$13.00	\$13.00	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
Librarian 3	\$14.50	\$14.50	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50
Systems Administrator	\$14.50	\$14.50	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50

Salary Schedule 2003

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Business Manager	\$10.25	\$10.25	\$10.25	\$10.75	\$11.25	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25
Librarian I	\$12.50	\$12.50	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
Librarian 2	\$13.25	\$13.25	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25
Librarian 3	\$14.75	\$14.75	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75
Systems Administrator	\$14.75	\$14.75	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75

Salary Schedule 2004

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Business Manager	\$10.50	\$10.50	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50
Librarian I	\$12.75	\$12.75	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75
Librarian 2	\$13.50	\$13.50	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50
Librarian 3	\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
Systems Administrator	\$15.00	\$15.00	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00

Salary Schedule 2005

Classification	Step 1	(3 mos)	(6 mos)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Business Manager	\$10.75	\$10.75	\$10.75	\$11.25	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75
Librarian I	\$13.00	\$13.00	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
Librarian 2	\$13.75	\$13.75	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75
Librarian 3	\$15.25	\$15.25	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75	\$20.25
Systems Administrator	\$15.25	\$15.25	\$15.25	\$15.75	\$16.25	\$16.75	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75	\$20.25

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

DEMOTTE RENSSELAER WHEATFIELD TOTAL

January through March 2001--6 sample days

REFERENCE QUESTIONS

Telephone: Directional	109	155	68	332
Telephone: Reference	62	70	12	144
In-person: Directional	110	254	117	481
In-person: Reference	149	145	99	393
Total	430	624	296	1350
COPIES MADE FOR PATRONS	26	15	45	86

Monthly Equivalent for January through March 2001

REFERENCE QUESTIONS

Telephone: Directional	454	646	283	1383
Telephone: Reference	258	292	50	600
In-person: Directional	458	1058	488	2004
In-person: Reference	621	604	413	1638
Total	1792	2600	1233	5625
COPIES MADE FOR PATRONS	108	63	188	358

Monthly Equivalent for January through March 2000

REFERENCE QUESTIONS

Telephone: Directional	467	721	363	1551
Telephone: Reference	346	283	54	683
In-person: Directional	538	792	688	2018
In-person: Reference	704	567	325	1596
Total	2055	2363	1430	5848
COPIES MADE FOR PATRONS	192	150	379	721

JCPL FINANCIAL STATEMENT

March 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$107,987.75	\$319,665.76	\$6,630.19	\$23,013.88	\$161,983.34
Includes Investments of:	\$0.00					
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$102.79	\$2,464.31	\$825.00	\$1,018.50	\$3,978.64
DeMotte	\$1,051.81	\$70.00	\$281.88	\$660.00	\$763.50	\$1,533.43
Rensselaer	\$3,736.82	\$32.79	\$2,172.43	\$15.00	\$95.00	\$1,659.39
Wheatfield	\$635.82	\$0.00	\$10.00	\$150.00	\$160.00	\$785.82
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$89.52	\$291.43	\$23,069.89
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$0.00	\$0.00	\$0.00	\$83,496.65
Includes Investments of:	\$0.00					
Capital Projects Fund	\$163,889.20	\$0.00	\$0.00	\$994.50	\$994.50	\$164,883.70
Includes Investments of:	\$100,000.00					
Hospitality Fund	\$0.00	\$81.50	\$470.00	\$1,040.00	\$1,040.00	\$570.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,657.95	\$17,455.00	\$5,657.95	\$17,455.00	\$0.00
FICA Tax Collected	\$0.00	\$4,230.99	\$12,959.18	\$4,230.99	\$12,959.18	\$0.00
State Tax Collected	\$1,740.67	\$2,034.86	\$5,597.32	\$1,875.65	\$5,732.30	\$1,875.65
County Tax Collected	\$468.08	\$562.51	\$1,534.84	\$516.39	\$1,583.15	\$516.39
Deferred Comp.	\$0.00	\$2,612.00	\$7,808.70	\$2,612.00	\$7,808.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,919.22	\$4,829.14	\$2,159.23	\$5,081.15	\$252.01
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$0.00	\$4,186.03	\$1,397.93	\$4,294.99	\$4,294.99
Credit Union	\$0.00	\$50.00	\$150.00	\$50.00	\$150.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$125,239.57	\$377,201.28	\$28,079.35	\$81,431.78	\$445,131.26

Bank Balances**Jasper County Public Library****Report as of: 03/31/2001**

<i>Bank</i>	
1	Peoples State Bank
2	Demotte State Bank
3	Lafayette Bank & Trust-LIRF
4	Cash on Hand
5	
6	
7	
8	
9	
10	
11	
12	
13	Rens.Bank'g Ctr. CD#400037210
14	Rens. Bank'g Ctr. CD#400037126
15	Rens. Bank'g Ctr. CD#400037128
16	Rens. Bank'g Ctr. CD#400037161
17	Rens. Bank'g Ctr. CD#400037160
Total all banks =	

\$313,233.76

\$8,617.61

\$23,069.89

\$210.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$100,000.00

\$445,131.26

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.311	CPF	12/27/2000	\$3,164.07	

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.551	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.581	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.311		12/27/2000	\$3,112.27	

03/27/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 03/01/2001 To 03/30/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$11,738.98	\$35,477.02	24.9
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$50,583.90	\$153,726.77	\$482,027.23	24.2
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$2,948.07	\$9,015.56	\$33,546.44	21.2
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,230.99	\$12,959.18	\$42,543.82	23.3
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$149.21	\$1,845.79	7.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$7,325.76	\$24,367.24	23.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$0.00	\$30,586.00	\$2,540.30	\$7,224.34	\$23,361.66	23.6
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
Subtotal	\$846,809.00		\$846,809.00	\$64,237.92	\$202,139.80	\$644,669.20	23.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$18.00	\$900.00	2.0
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$718.31	\$1,390.26	\$4,809.74	22.4
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$0.00	\$3,800.00	\$172.40	\$1,088.57	\$2,711.43	28.6
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$294.32	\$1,671.42	\$3,128.58	34.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$18.97	\$300.35	\$699.65	30.0
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$139.47	\$139.47	\$260.53	34.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$1,193.09	\$1,586.46	\$2,413.54	39.7
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$237.22	\$542.59	\$1,957.41	21.7
Subtotal	\$24,360.00	\$18.00	\$24,378.00	\$2,773.78	\$6,737.12	\$17,640.88	27.6
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$0.00	\$6,361.50	0.0
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$269.00	\$5,731.00	4.5
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$821.62	\$2,413.42	\$4,586.58	34.5
3.22 POSTAGE	\$4,900.00	\$0.00	\$4,900.00	\$702.81	\$1,427.57	\$3,472.43	29.1
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$462.46	\$1,367.57	\$5,632.43	19.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$554.45	\$3,332.87	\$4,667.13	41.7
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$682.40	\$1,536.34	\$6,463.66	19.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$76.50	\$1,423.50	5.1
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$5.00	\$5.00	\$245.00	2.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$1,259.00	\$9,741.00	11.4
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$4,271.62	\$13,994.61	\$12,005.39	53.8
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,198.70	\$9,482.37	\$36,517.63	20.6
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$214.20	\$735.80	22.5
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$170.21	\$568.78	\$1,831.22	23.7
3.61 BUILDING & STRUCTURES	\$48,000.00	\$151.88	\$48,151.88	\$962.76	\$6,463.20	\$41,688.68	13.4
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$68.45	\$5,931.55	1.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$59.95	\$186.85	\$93.15	66.7
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$50.00	\$2,213.03	\$386.97	85.1
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$5,461.46	\$16,485.93	\$37,121.57	30.8
Subtotal	\$279,195.00	\$19,375.88	\$298,570.88	\$17,463.29	\$61,364.69	\$237,206.19	20.6
4. Capital Outlays							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$239.00	\$44,664.00	\$3,190.57	\$3,754.53	\$40,909.47	8.4
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$12,963.46	\$26,243.69	\$127,361.76	17.1
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$299.00	\$1,524.89	\$22,475.11	6.4
4.53 NONPRINTED MATERIALS	\$60,000.00	\$24.95	\$60,024.95	\$7,059.73	\$17,901.04	\$42,123.91	29.8
Subtotal	\$278,425.00	\$3,869.40	\$282,294.40	\$23,512.76	\$49,424.15	\$232,870.25	17.5
Grand Total	\$1,428,789.00	\$23,263.28	\$1,452,052.28	\$107,987.75	\$319,665.76	\$1,132,386.52	22.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00

Register of Claims
Jasper County Public Library

Report Date: From 03/01/2001 To 03/30/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	167	PAYROLL	03/10/2001	PAYROLL	\$27,176.44
19723	168	ALIAC	03/10/2001	Deferred Comp. Contribution	\$1,306.00
19724	169	ANTHEM BLUE CROSS AND B	03/10/2001	MAR '01 Health Premium-13 Employees	\$4,357.22
19725	170	ILF ANNUAL CONFERENCE	03/10/2001	ILF Annual Meeting	\$74.00
19726	171	LA-PORTER FEDERAL CREDIT	03/10/2001	Withheld from Payroll 10 MAR 01-Rusher	\$25.00
19727	172	NORTHWESTERN INDIANA TE	03/10/2001	MAR '01 Local Telephone service-Demotte	\$26.07
19728	173	SPRINT	03/10/2001	Long Distance Feb '01-Dem & Wh	\$45.68
19729	174	TOWN OF DEMOTTE	03/10/2001	Sewer Service Demotte-Jan '01	\$47.86
19730	175	TOWN OF WHEATFIELD SEW	03/10/2001	Sewer Service Wheatfield-Mar '01	\$41.05
0	176	INTERNAL REVENUE SERVIC	03/12/2001	FICA & FED Taxes Withheld 10 MAR 01	\$6,639.46
0	177	INDIANA DEPARTMENT OF RE	03/20/2001	State & County Taxes Withheld FEB '01	\$2,597.37
19731	178	A & S PLUMBING & HEATING	03/12/2001	Repair to Drinking Fountain-Demotte	\$218.27
19732	179	ACE HARDWARE	03/12/2001	Furniture Polish & Roof Deicer Kit-Demotte	\$101.33
19733	180	ALCO DISCOUNT STORE #290	03/12/2001	DeMotte Childrens Program Supplies	\$15.98
19734	181	ASSOCIATED BAG COMPANY	03/12/2001	Yellow/Black OSHA Safety	\$9.39
19735	182	AVC CORPORATION	03/12/2001	March Service-Financial Computer	\$99.00
19736	183	BAKER & TAYLOR	03/12/2001	Books, Continuations, Gift Books & AV Materials	\$6,512.72
19737	184	BETHANY HOUSE PUBLISHER	03/12/2001	Books	\$44.94
19738	185	BOILER & PRESSURE VESSEL	03/12/2001	Boiler Inspection-Rens	\$24.00
19739	186	BOOKMARK INC.	03/12/2001	Code Books & Continuations	\$888.55
19740	187	CENTRAL STATES SALES CO	03/12/2001	Outdooor Ground Bulbs	\$260.53
19741	188	CHARLOTTE FAGEN	03/12/2001	SmileMakers-Stickers & Supplies for Demotte Childrens	\$40.70
19742	189	CHILD'S WORLD	03/12/2001	Books	\$566.25
19743	190	CONDE NAST COLLECTION	03/12/2001	Best of Gourmet Book	\$27.45
19744	191	CULLIGAN	03/12/2001	March Rental	\$9.95
19745	192	DELL MARKETING L.P.	03/12/2001	Dell 866Mhz Computer	\$2,180.00
19746	193	DEMCO	03/12/2001	Labels,Suggestion boxes,CD Sleeves,Magazine Display Rack,Posters,Banners,Bookmarks	\$262.61
19747	194	DEMCO MEDIA	03/12/2001	Spanish Books	\$414.95
19748	195	DEPARTMENT OF FIRE & BUIL	03/12/2001	17 Code books-prepay	\$118.00
19749	196	DIANA KOOY	03/12/2001	Mileage,Tea Kettle & Watering Can	\$89.86
19750	197	DIANE KROS	03/12/2001	Storytime & Bank Mileage	\$22.08
19751	198	DIANE OPOLSKI	03/12/2001	Readers Advisory Mtg Mileage	\$5.52
19752	199	EDUCATIONAL RECORD CENT	03/12/2001	Audio Cassettes & CD's	\$138.09
19753	200	EDUCATIONAL RESOURCES	03/12/2001	Office Pro 2000 License	\$43.15
19754	201	ELLISON EDUCATIONAL EQUI	03/12/2001	Diecuts-Castle,Treasure Chest,Dragon	\$162.75
19755	202	GAIL JUNG	03/12/2001	Mngmnt Mtg Mileage,Batteries	\$18.38
19756	203	GALE GROUP	03/12/2001	Something About the Author	\$116.66
19757	204	GARNER ROOFING, INC	03/12/2001	Snow Removal @ Rens. Library	\$315.00
19758	205	GAYLORD BROS.	03/12/2001	Galaxy Maintenance,Marc Subscrip,Step Stool,Spine Labels,Video repair kit	\$4,560.58
19759	206	GIESLER ELECTRIC, INC	03/12/2001	Install Track Lighting-Demotte	\$335.96
19760	207	HECKMAN BINDERY, INC.	03/12/2001	Book Binding Repairs	\$808.80
19761	208	HERITAGE OFFICE PRODUCT	03/12/2001	Rubberbands,File folders,Markers,index tabs,air cleaner,binders,envelopes,message pads	\$101.93
19762	209	HIGHSMITH CO. INC.	03/12/2001	Summer Reading Supplies,Laminate,book tape	\$483.81
19763	210	HP PRODUCTS CORP.	03/12/2001	2 Mats, & Vacuum Motor	\$427.63
19764	211	INCOLSA	03/12/2001	2001 Membership,PC Security Wrkshp;4/18/01,Storytime Year Wrkshp;5/4/01	\$210.00
19765	212	INDIANA ASSOCIATION OF HO	03/12/2001	Book	\$10.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19766	213	INDIANA VISUAL & AUDIO NET	03/12/2001	Audio books & DVD lease	\$1,490.00
19767	214	INGRAM	03/12/2001	Books	\$57.36
19768	215	INSPIRATIONAL BOOK DISTRI	03/12/2001	Books	\$41.04
19769	216	JACK STANDISH	03/12/2001	Shelving for AV closet @ Rens	\$18.97
19770	217	JILL TACHTIRIS	03/12/2001	Mileage & book	\$33.90
19771	218	LANDMARK AUDIOBOOKS	03/12/2001	Annual Audio Lease Program-R,D,W	\$3,381.00
19772	219	LIBRARY VIDEO COMPANY	03/12/2001	Video's	\$115.19
19773	220	LIBROS SIN FRONTERAS, CO.	03/12/2001	Spanish Books	\$110.65
19774	221	LYNN DAUGHERTY	03/12/2001	ILF & PLA Expenses, Mileage	\$572.09
19775	222	MARSHALL CAVENDISH CORP	03/12/2001	Books	\$121.53
19776	223	MIKE CARDIN	03/12/2001	Replaced Ceiling Tiles @ Demotte	\$210.00
19777	224	PATRICK R. OATIS	03/12/2001	Sign Language Class 3/5-4/9;Wheatfield(2nd Payment)	\$235.00
19778	225	PATRICK R. OATIS	03/12/2001	Sign Language Class 3/5-4/9;Wheatfield(1st Payment)	\$235.00
19779	226	PATTY STRINGFELLOW	03/12/2001	Mileage-Agency Lib,Mngmnt, Headstart, Book Ordering	\$71.08
19780	227	POSTMASTER	03/12/2001	Post Office Box Rental fee 2001-Demotte	\$50.00
19781	228	POSTMASTER GENERAL	03/12/2001	Stamps	\$701.00
19782	229	QUILL	03/12/2001	Cart,Index cards,Const. Paper,note pads,contact paper,tape,type ribbon,toner cartridges,markers	\$1,164.62
19783	230	REBECCA GIBSON	03/12/2001	tape for label machine,duster,adapter for answering machine,brochure holder	\$75.78
19784	231	RECORDED BOOKS, LLC	03/12/2001	Audio Books	\$623.50
19785	232	REGENT BOOK CO., INC.	03/12/2001	Books	\$21.53
19786	233	REINFORCEMENTS DESIGN	03/12/2001	Nylon Banners with Mission Statements-R,D,W	\$210.00
19787	234	SANDRA L. HESTERMAN	03/12/2001	Mileage-Magazine mtg	\$15.18
19788	235	SECRETARY OF STATE	03/12/2001	Notary Public Fee-Glenda Brown	\$5.00
19789	236	SECURITY COURIERS CORP.	03/12/2001	Courier Service	\$930.72
19790	237	SELBY PUBLISHING	03/12/2001	Genealogy Books	\$110.00
19791	238	SUDANCO AFFORDABLE ALTE	03/12/2001	Thermal Receipt Paper, Labels	\$246.17
19792	239	TERRY J. FERRELL	03/12/2001	Snow Removal @ Wheatfield	\$40.00
19793	240	TOM KROOSWYK PLMBG, HT	03/12/2001	Bathroom stool repairs @ Wheatfield	\$72.50
19794	241	TYSEN'S COUNTRY GROCER	03/12/2001	Children's Program & book discussion supplies	\$39.20
19800	242	TYSEN'S FAMILY FOOD CENT	03/12/2001	Program supplies-Wheatfield	\$8.78
19796	243	UNIQUE MANAGEMENT SERVI	03/12/2001	Collection Services Jan '01	\$144.24
19797	244	WALL STREET JOURNAL	03/12/2001	Subscription- 2 years;Demotte	\$299.00
19798	245	WAL-MART COMMUNITY BRC	03/12/2001	Video's, DVD's,CD's,Answering Machine,Lamp	\$1,307.87
19799	246	WORLD BOOK SCHOOL AND L	03/12/2001	Books	\$2,223.00
0	247	PAYROLL	03/25/2001	PAYROLL	\$30,290.19
19801	248	ALIAC	03/25/2001	Deferred Comp. Contributions	\$1,306.00
19802	249	ANTHEM LIFE	03/25/2001	March Life Ins. Premium-21 Employees	\$102.30
19803	250	CITY OF RENSSELAER	03/25/2001	Utilities Rens. 2/8/01-3/09/01	\$2,722.79
19804	251	INDIANA ONLINE USERS GRO	03/25/2001	IOLUG Spring Mtg. 4/27/01;Stringfellow	\$30.00
19805	252	LA-PORTER FEDERAL CREDIT	03/25/2001	Withheld from Payroll 3/25/01;Rusher	\$25.00
19806	253	NIPSCO	03/25/2001	Wheatfield Utilities 2/12/01-3/13/01	\$1,182.14
19807	254	SPRINT	03/25/2001	Local Telephone Service MAR '01-Rens & Wheat;Datalines	\$1,432.27
19808	255	NIPSCO	03/25/2001	DeMotte Utilities, 2/16-3/19/01	\$3,706.54
0	256	INTERNAL REVENUE SERVIC	03/26/2001	FICA & FED Taxes Withheld 25 MAR 01	\$7,480.47
0	257	JASPER COUNTY PUBLIC LIB	03/27/2001	CD#400037161 Matured	\$200,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$325,239.57

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 30, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$325,239.57

Date this 9th day of April, 2000.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

March 31, 2001

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,847.79	\$7,325.67
DeMotte	\$1,197.95	\$2,820.36		
Rensselaer	\$1,072.99	\$3,027.07		
Wheatfield	\$576.85	\$1,478.24		
PHOTOCOPIES:			\$730.64	\$1,950.73
DeMotte	\$367.40	\$973.40		
Rensselaer	\$281.04	\$755.28		
Wheatfield	\$82.20	\$222.05		
CARDS:			\$66.00	\$318.00
DeMotte	\$22.00	\$114.00		
Rensselaer	\$40.00	\$158.00		
Wheatfield	\$4.00	\$46.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$2,670.86	\$8,599.72
Checking/Repurchase/Savings	\$553.09	\$2,015.74		
CD's & Investments	\$2,117.77	\$6,583.98		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$314.90	\$4,819.76
Insurance	\$0.00	\$4,438.52		
Rebates	\$0.00	\$0.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$18.00		
Jasper Co. Emergency Mgmt Agcy	\$151.88	\$151.88		
Magazine Refunds	\$163.02	\$163.02		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,630.19	\$23,013.88
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$825.00	\$1,018.50
DeMotte	\$660.00	\$763.50		
Rensselaer	\$15.00	\$95.00		
Wheatfield	\$150.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$89.52	\$291.43
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$994.50	\$994.50
Interest Earned	\$994.50	\$994.50		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
POST/HOSPITALITY FUND:			\$1,040.00	\$1,040.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$9,579.21	\$26,358.31
TOTAL RECEIPTS			TOTAL RECEIPTS	

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$18,500.14	\$55,073.47
FIT Tax Collected	\$5,657.95	\$17,455.00		
FICA Collected	\$4,230.99	\$12,959.18		
State Tax Collected	\$1,875.65	\$5,732.30		
County Tax Collected	\$516.39	\$1,583.15		
Deferred Comp Plan	\$2,612.00	\$7,808.70		
#125 Pre-tax Plan	\$2,159.23	\$5,081.15		
Life/Health Insurance	\$0.00	\$9.00		
PERF	\$1,397.93	\$4,294.99		
Credit Union	\$50.00	\$150.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$28,079.35	\$81,431.78

Register of Claims
Jasper County Public Library

Report Date: From 04/02/2001 To 04/09/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
19809	258	4-COUNTY SUPPLY	04/09/2001	Washroom Repair Kit	\$37.47
19810	259	ACE HARDWARE	04/09/2001	Outdoor Bulbs, De-Icer cable, Gutter Screens, etc.	\$455.44
19811	260	A.E. BOYCE CO., INC.	04/09/2001	Receipt Bks, Laser Checks	\$686.73
19812	261	AMERICAN LIBRARY ASSN	04/09/2001	Marketing supplies, library posters	\$98.10
19813	262	BAKER & TAYLOR	04/09/2001	Books, AV, Gift Books, Automatically Yours, Continuations	\$5,239.14
19814	263	BETHANY HOUSE PUBLISHER	04/09/2001	Books	\$35.15
19815	264	CENTRAL INDIANA HARDWAR	04/09/2001	Keys	\$8.00
19816	265	CHARLOTTE FAGEN	04/09/2001	Mileage	\$84.18
19817	266	CHERYL WARRAN	04/09/2001	Substitute Janitor @ Wh. Lib.	\$94.88
19818	267	CONSOLIDATED INSURANCE	04/09/2001	8 yr. Notary Bond-G. Brown	\$50.00
19819	268	COUNTRYSIDE LANDSCAPING	04/09/2001	Landscape Stepping Stones @ Wh. Lib.	\$71.25
19820	269	CULLIGAN	04/09/2001	Water & Cooler Rental @ Wh. Lib.	\$64.40
19821	270	DAVIDSON TITLES INC.	04/09/2001	Books	\$3,994.56
19822	271	DEMCO	04/09/2001	Literature holders, AudioCassette & CD cases, Transport bags, Tabletop easels	\$544.12
19823	272	DIANA KOOY	04/09/2001	Mileage, Meeting expenses	\$152.66
19824	273	DIANE KROS	04/09/2001	Mileage	\$25.53
19825	274	DUMAS & MORIARTY, L.L.P.	04/09/2001	Legal services	\$500.00
19826	275	EDUCATIONAL RESOURCES	04/09/2001	Software Licenses	\$320.00
19827	276	GAIL JUNG	04/09/2001	Rensselaer Petty Cash	\$50.35
19828	277	GA FOODS GROUP	04/09/2001	National Library Week expenses @ Rens.	\$15.36
19829	278	GALE GROUP	04/09/2001	Books	\$116.61
19830	279	GAYLORD BROS.	04/09/2001	Server Back-up Tapes	\$79.75
19831	280	GIESLER ELECTRIC, INC	04/09/2001	Outside Light Repairs @DeMotte	\$98.00
19832	281	GLENDA BROWN	04/09/2001	Mileage	\$7.59
19833	282	GROLIER PUBLISHING COMP	04/09/2001	Books	\$1,279.17
19834	283	HANSEN & ASSOCIATES	04/09/2001	Imprinted Pencils-Marketing	\$183.85
19835	284	HERITAGE OFFICE PRODUCT	04/09/2001	UPS, namebadge, photoquality paper	\$41.66
19836	285	HERITAGE QUEST	04/09/2001	Genealogy CD-ROMS	\$99.97
19837	286	HERRMAN & GOETZ	04/09/2001	Outdoor Light Fixture repair & Computer Rm. Circuit	\$885.13
19838	287	HIGHSMITH CO. INC.	04/09/2001	Magazine Binders, Order forms	\$514.18
19839	288	INCOLSA	04/09/2001	Workshops-Indiana on the Net, Business Info on the Internet, Web Resources: Gov't sites; Wheels Contract, NetLibrary	\$1,395.69
19840	289	INDIANA DEPT.OF WORKFOR	04/09/2001	Unemployment Compensation	\$322.68
19841	290	ISCI	04/09/2001	Consultation for TLC Automation contract	\$1,344.50
19842	291	INGRAM	04/09/2001	Books	\$131.38
19843	292	INSPIRATIONAL BOOK DISTRI	04/09/2001	Christian Books	\$35.61
19844	293	JASPER COUNTY HOSPITAL	04/09/2001	Qtly Water test-DeMotte Lib.	\$12.00
19845	294	JASPER CO. VETERANS COU	04/09/2001	Flags	\$124.00
19846	295	JENNIFER L. EVERS	04/09/2001	Mileage, Computers-In-Library expenses	\$142.62
19847	296	KANKAKEE VALLEY POST NE	04/09/2001	Newspaper Subscription-Rens. 4/30/01-4/29/02	\$43.00
19848	297	KEM'S TRUSTWORTHY HARD	04/09/2001	Caulk and 30- drawer small parts cabinet	\$13.14
19849	298	KEVIN GIBSON	04/09/2001	Handyman services @ DeMotte	\$120.00
19850	299	LIBRARY VIDEO COMPANY	04/09/2001	Assorted Videos	\$645.12
19851	300	LISA RUSHER	04/09/2001	Mileage & Craft items	\$20.02
19852	301	M W INSURANCE AGENCY	04/09/2001	Worker's Comp Policy Renewal	\$2,340.00
19853	302	MARSHALL CAVENDISH CORP	04/09/2001	Books	\$895.17

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19854	303	MBNA AMERICA BUSINESS C	04/09/2001	Computers-In-Libraries Conference expenses & camera credit	\$824.79
19855	304	MIDWEST TAPE	04/09/2001	Videos	\$113.31
19856	305	NAOMI KNOERZER	04/09/2001	Substitute Janitor @ DeMotte Lib.	\$156.75
19857	306	NORTHWESTERN INDIANA TE	04/09/2001	Telephone Service @ DeMotte	\$26.07
19858	307	PATRICK R. OATIS	04/09/2001	Sign Language class-Rens.	\$300.00
19859	308	PATRICK R. OATIS	04/09/2001	Sign Language class @ Rens.	\$300.00
19860	309	PATTY STRINGFELLOW	04/09/2001	Mileage, Mascot Imprinting, Counterparts Mtg. Expenses	\$35.78
19861	310	PEGGY WOODS	04/09/2001	Mileage, Videos	\$15.55
19862	311	PHILIP N. HOWARD	04/09/2001	Snow Removal @ Wh.	\$140.00
19863	312	POSTMASTER GENERAL	04/09/2001	Postage Stamps	\$101.00
19864	313	PRECISION CONTROL SYSTE	04/09/2001	Air Handler repair - Shutting down on FreezeStat - Rens. Lib.	\$499.52
19865	314	PUBLIC EMPLOYEES' RETIRE	04/09/2001	1st Qtr Payment-2001	\$11,811.17
19866	315	PUBLISHING SALES CONSULT	04/09/2001	Books-Encyclopedias & Exploring Tech. Careers	\$248.29
19867	316	QUILL	04/09/2001	Legal Pads, Copy Paper, Labels, Calculator, Printer & Fax Cartridges, etc.	\$768.64
19868	317	RACHAEL CAVINDER	04/09/2001	Mileage	\$36.58
19869	318	REBECCA GIBSON	04/09/2001	Mileage & Mtg. Expenses	\$85.83
19870	319	RELIABLE CORPORATION	04/09/2001	Interdepartmental Envelopes, Tape	\$42.05
19871	320	RENS./REMINGTON CHAMBER	04/09/2001	Life Style Expo 2001	\$50.00
19872	321	RENSSELAER REPUBLICAN	04/09/2001	Classified Ad-Page @ Rens. Lib., CPF Legal Ad	\$389.44
19873	322	POWERKIDS PRESS	04/09/2001	Books	\$139.80
19874	323	RUSSELL R. SESSIONS	04/09/2001	Snow Removal @ DeMotte	\$380.00
19875	324	SECURITY COURIERS CORP.	04/09/2001	Transport b/w branches	\$924.06
19876	325	SELECTVIDEO	04/09/2001	Videos	\$225.70
19877	326	SHEILA MAXWELL	04/09/2001	Computers-In-Libraries Expenses & Mileage	\$224.98
19878	327	SIECO, INC.	04/09/2001	Review and Recommend HVAC corrections	\$2,132.90
19879	328	SOURCEBOOKS, INC.	04/09/2001	Books	\$221.22
19880	329	THE LIBRARY CORPORATION	04/09/2001	Library Solution & Marc Catalog access	\$20,845.00
19881	330	THINK TANK INFORMATION S	04/09/2001	Web Server, Netware 5.1	\$3,363.39
19882	331	TIMESTEP PLAYERS	04/09/2001	Summer Reading Program Deposit @ DeMotte	\$68.75
19883	332	TOWN OF DEMOTTE	04/09/2001	Sewer bills-DeMotte	\$47.86
19884	333	TOWN OF WHEATFIELD SEW	04/09/2001	Sewer Service @ Wh. Lib.	\$41.05
19885	334	TRIBUTE SERIES	04/09/2001	Video	\$27.95
19886	335	UNIQUE MANAGEMENT SERVI	04/09/2001	Initial & Secondary Placements	\$104.71
19887	336	VISTA INC.	04/09/2001	Projector/Microfilm machine bulbs	\$41.40
19888	337	WALGREEN'S	04/09/2001	Batteries, Paper Reinforcements, bumper guards	\$11.75
19889	338	WAL-MART COMMUNITY BRC	04/09/2001	Videos, Craft items, binders, correction tape, banner pole set, etc.	\$194.97
19890	339	WINZIP COMPUTING, INC.	04/09/2001	WinZip Licenses	\$170.00
19891	340	BOILER & PRESSURE VESSEL	04/09/2001	Boiler Inspection @ DeMotte Lib.	\$24.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$68,552.42

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, March 31, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$68,552.42

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

MAY

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, May 14, 2001, 7:00 PM
Rensselaer Library Meeting Room**

Purpose

Executive Session: annual director's job performance evaluation (R 13)

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Salary ordinance changes (R 7)

General Business

- A. Internet Filtering (R 13-14)
- B. DeMotte HVAC concerns (R 9-12, 16-17)
- C. NILBA dinner (R 15)
- D. Capital Projects Fund (R 15)

Information
Action
Information
Information

Director's Report (~~R 21-R 24~~)

Discussion

Items for future Agendas

Public Forum

Adjournment

MinutesApril 9, 2001

Meeting of the Jasper County Public Library Board

7:00 PM

DeMotte Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Mark Heinig III, Mari Anne Saylor, Tim Schultz, Lynn Daugherty, Gail Jung, Rebecca Gibson, Charlotte Fagen. **Absent:** Joan Floyd.

Capital Projects Hearing: The President allowed ample time for any citizens present to voice their concerns regarding the library's Capital Projects Plan for 2002-2004. With no persons in attendance to be heard, the public hearing session was closed.

Agenda/Consent Agenda: On a motion by M. Saylor, seconded by S. Deardorff, the Consent Agenda and Agenda items including, March Minutes, Financial Reports, OVGTSL and Midwest Volunteer Workshop Requests, and Salary Ordinance changes, were approved unanimously.

DeMotte Library Report: C. Fagen, Children's Specialist, spoke about the various programs offered to toddlers, pre-schoolers, Headstart class, elementary kids, and teens, conducting class visits, and nursery school visits, and offering tours. An evening program was held featuring a book author, and a monthly mother/daughter book discussion group was started. Teen volunteers play an important role in assisting with the 6-week Summer Reading Program. She also took on the responsibility for hiring and training pages at DeMotte Library.

Branch Manager, Rebecca Gibson, who has been at the helm for nine months, intends to earn her MLS from Connecticut State University via the Internet in the fall. She has made some building layout changes that have proved successful. As a result, video circulation has increased, more space exists for large print materials and books-on-tape, the Reader's Advisory notebook will be displayed more prominently, express book collection has been added, and circ desk coverage expanded with the addition of a clerk.

The main goal at DeMotte is to promote the library's collections. They have added a second book display area, created reader's advisory bookmarks, and Rebecca has spoken to the senior citizens group meeting at the Methodist Church. An announcement board has been purchased to publicize programs, and display colorful brochures to describe them. Internet classes, book discussions, brown bag lunches, Indiana Room Resource programs are offered throughout the year to patrons. R. Gibson complimented her staff for their knowledge, loyalty, and eagerness to reach out to patrons of all ages.

Capital Projects Fund Plan Adoption: On a motion by M. Saylor, second by S. Deardorff, the board passed a resolution to adopt the 2002-2004 CPF Plan presented at the March meeting.

The director will notify board members of the meeting date when our CPF is scheduled for the Council's agenda.

Meeting Room Chairs: Molded chairs are being purchased for Wheatfield. They will not be loaned out. The folding chairs will be sold.

Personnel Policy: The Board approved the changes to the Personnel Policy as recommended by the Policy Committee on a motion by M. Heinig, seconded by M. Crawford. Changes cited were to allow non-certified employees to begin earning 2 days vacation per month after 9 years of service instead of after 14 years; PERF classification title changes, increase the Librarian 3 and System Administrator salary steps by \$.50/hr in 2002, and make minor wording changes to the policy. The PERF Resolution was signed and will be forwarded to PERF.

DeMotte Library HVAC Project: The energy audit completed by Michael Lavelle revealed the complexity of the problems haunting the DeMotte Library; however, the library's project appears too small to attract contractors offering Guaranteed Energy Savings Contracts. After a brief discussion of our options, S. Deardorff, second by M. Heinig, moved to apply for a Public Facility Energy Efficiency Program loan (PFEFF) for \$100,000 at 0% interest. Motion passed. The director will submit the pre-proposal agreement to the Energy Policy Division of the Indiana Dept. of Commerce.

M. Heinig made a motion to hire an engineering consultant to research the project, write specifications, solicit and evaluate quotes and check over the contractor's work. M. Crawford seconded the motion. Vote was unanimous.

M. Crawford moved that we hire Design-Aire Consultants of Indianapolis as the consulting engineer for the DeMotte Library HVAC project not to exceed \$15,000. S. Deardorff seconded the motion. Motion passed. The director will notify SEICO, Inc. that we will relieve them from any further studies concerning this project.

Milroy Documents: On a motion by S. Deardorff, seconded by M. Crawford, the board gave their official permission for the removal of Milroy artifacts to be exhibited at the Rensselaer Middle School with the assurance the artifacts will be continually supervised and returned by day's end to the library. Motion passed.

KV Superintendents Visit: The director shall arrange to meet with the superintendents to discuss and review the Wheatfield Library expansion plans and the elementary school's parking lot lease arrangement with the DeMotte Library. A date in May will be arranged for a meeting around 3:30 PM. Several board members will accompany the director.

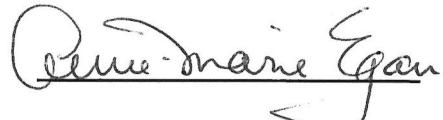
Fund-Raising: Board members were given a draft of a brochure to be distributed to attorneys, accountants and other local estate planners suggesting various types of tax-deductible gifts to the library. They were asked to address any suggested changes to Mike Crawford.

Director Evaluation forms: Return envelopes with the director's evaluation should be mailed to the Board President before the end of April (preferably within the next 10 days). An executive session to discuss the results will be held prior to the May Meeting at 7:00 PM at the Rensselaer Library.

With no other business to discuss, the meeting adjourned at 8:56 PM on a motion by M. Crawford, seconded by S. Deardorff.

A handwritten signature in cursive script, reading "Sue Deardorff", written over a horizontal line.

Attest: Sue Deardorff, Secretary

A handwritten signature in cursive script, reading "Anne-Marie Egan", written over a horizontal line.

Anne-Marie Egan, President

April 2001

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	49,677	58,466	26,630
Daily Average Circulation	351	375	152
Percent Increase/Decrease	1.9%	1.8%	13.2%

MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	21,178	21,952	3.7%
Jan. to date circulation	94,652	100,109	5.8%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT **April 2001**

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS SPENT	
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	159	34	146	32	248	54	553	120
LOCAL HISTORY								
In person	0	0	11	3		0	11	3
Letters written	0	0	11	11		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	17	1	21	2	12	1	50	4
VCR Use	1	0	0	0	0	0	1	0
Microforms	4	1	63	8	0	0	67	9
CD ROM/Online databases used	122	10	161	13	27	2	2165	180
Typewriter use	2	0		0	2	0	4	0
Other equipment used	16	5		0	0	0	16	5
Dial-in OPAC access							0	
Tax Forms distributed	7342	73	7530	75	2390	24	17262	173
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	29	19	0	0	32	21
Notarized documents	5	1	2	1	0	0	7	2
Meeting Room Use (no. of groups)	76	25	32	11	44	15	152	51
Study room use	23	2	26	2	4	0	53	4
INTERLIBRARY LOANS								
Requests made for:	54	14	84	21	14	4	152	38
Items rec'd for:	48	24	71	36	19	10	138	69
Items requested by other libraries			1				1	
Items supplied to other libraries		0	1	1		0	1	1

REGISTRATIONS

Borrowers--Start of month:	7171	7523	2946	17640
Borrowers--End of month:	7248	7580	2980	17808
Non-resident, paying	1	9	0	10
PLAC card users	0	1	0	1
Reciprocal borrowers	193	120	8	321

PROGRAMS

Programs for all ages	4	24	5	30	3	18	12	72
Children's Programs (0-13)	14	84	21	126	10	60	45	270
Number attending	385		312		114		811	
YA Programs (14-17)	3	18	0	0	0	0	3	18
Number attending	30		5		6		41	
Adult Programs	2	12	14	84	1	6	17	102
Number attending	329		298		38		665	
Senior Citizen Programs	3	18	5	30	0	0	8	48
Number attending	22		52		5		79	
Total Number of Programs	26	156	45	270	14	84	85	510
Total Persons Attending	766		667		163		1596	
Total Attending Same Month Last Yr.	621		288		150		1059	
Total Staff Hours Spent		350		504		193		1201
Hours Spent Same Month last year		305		305		128		738

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	888	10.5%	1462	16.6%	480	13.0%	2830	13.5%
Adult Female (1)	5271	62.6%	4313	49.1%	2044	55.4%	11628	55.6%
Juvenile 0-11 (2)	1230	14.6%	1201	13.7%	534	14.5%	2965	14.2%
YA 12-17 (3)	289	3.4%	415	4.7%	116	3.1%	820	3.9%
Nonresident No Fee (4)	60	0.7%	176	2.0%	146	4.0%	382	1.8%
Board/Staff (5)	250	3.0%	499	5.7%	205	5.6%	954	4.6%
School (6)	141	1.7%	28	0.3%	0	0.0%	169	0.8%
St. Joseph College (7)	0	0.0%	188	2.1%	0	0.0%	188	0.9%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	0	0.0%	40	0.5%	0	0.0%	40	0.2%
Corporate (10)	20	0.2%	143	1.6%	157	4.3%	320	1.5%
Reciprocal (11)	274	3.3%	320	3.6%	6	0.2%	600	2.9%
Total	8423		8785		3688		20896	
Total items borrowed by nonresidents	475	5.6%	752	8.6%	152	4.1%	1379	6.6%

CIRCULATION BY ITEM FINE CODE
April 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	50	17	23	90
100 (1)	67	49	24	140
200 (2)	77	28	27	132
300 (3)	260	213	97	570
400 (4)	9	18	4	31
500 (5)	44	53	12	109
600 (6)	584	468	179	1231
700 (7)	330	148	107	585
800 (8)	41	121	25	187
900 (9)	167	171	66	404
B (10)	71	67	53	191
j000 (11)	25	9	4	38
j100 (12)	14	5	2	21
j200 (13)	11	11	7	29
j300 (14)	86	92	37	215
j400 (15)	17	35	7	59
j500 (16)	217	188	69	474
j600 (17)	137	129	76	342
j700 (18)	124	135	61	320
j800 (19)	25	18	14	57
j900 (20)	117	130	33	280
jB (21)	105	49	44	198
FIC (22)	1197	1349	605	3151
yaFIC (23)	35	102	28	165
LARGE PRINT (24)	42	53	14	109
jFIC (25)	296	340	97	733
jE (26)	1306	1082	579	2967
jER (27)	384	171	160	715
Magazines (28)	553	337	144	1034
Games/Toys (29)	0	1	0	1
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	0	0	1	1
jCassettes (33)	8	8	0	16
Compact Discs (34)	224	344	136	704
jCompact Discs (35)	9	2	2	13
Sound Recordings (36)	169	267	73	509
jSound Recordings (37)	70	42	20	132
CD ROM Software (38)	120	111	77	308
Vertical File (39)	113	103	5	221
Equipment (40)	0	2	0	2
yapFIC (41)	96	137	41	274
jpFIC (42)	222	265	75	562
Reference (43)	50	74	20	144
Genealogy (44)	0	0	0	0
jMagazines (45)	47	16	15	78
VHS (46)	828	1225	497	2550
Computer software (47)	0	0	0	0
Internet usage (49)	148	566	97	811
Textbooks (50)	8	0	0	8
Professional Collect.(51)	0	0	0	0
DVD (52)	0	0	0	0

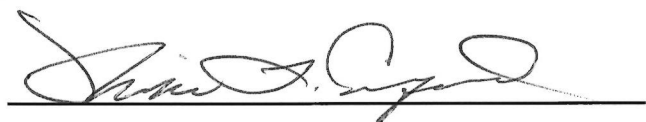
Express books (53)	25	119		144
Free reads	200	431	94	725
Puzzles				0
Talking books		1		1
Assignment shelf books				0
TOTAL	8771	9379	3802	21952

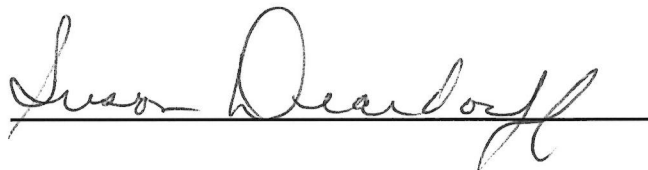
Salary Ordinance 2001
Updated 5/8/01

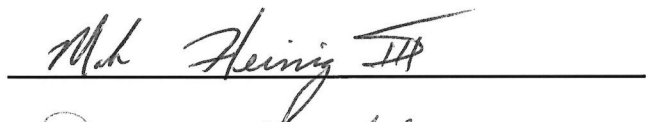
Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Filson, Stephanie	Lib Asst II	\$10.50	24	R	1/2/96	Res. 6/15	6
Molenaar, Mary	Lib. Asst 1	7.25,7.35,7.50	40	R	2/12/01	F.t. 6/18	1a,b,c

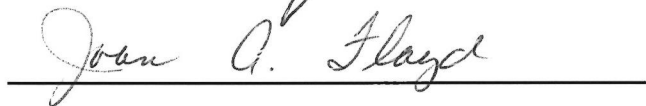
Stephanie worked full time as Technical Services Assistant II until January, when she began working part time and attending school. She will resign May 14 to attend school full time. Her accrued vacation time extends her last paid work day to June 15. Mary Molenaar has been working 24 hours per week as Technical Services Assistant I. She will move to full time, taking Stephanie's position on June 18.

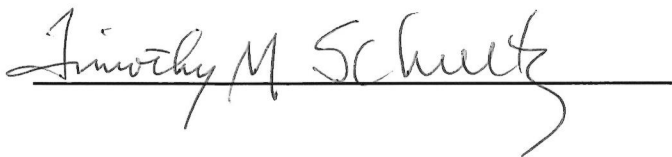
We have examined and approved the changes in the salary ordinance. Dated May 14, 2001











Lynn,

In anticipation of your upcoming board meeting I have prepared a list of the work we plan to request bids on. The budget is expected to be within the \$100,000 budget we discussed. The bidding process will allow us to make several choices so that we can adjust the cost to the budget. One item, for instance, is the boiler replacement. We plan to ask for a price but will reserve the final decision once we have mutually had a chance to evaluate the costs along with the predicted energy savings.

The drawings are proceeding and we should be ready by the end of next week to request bids. Bob Boulware (317-464-9090) can be more specific about the bid document progress.

I spoke to Dick Frame today and gave him a brief overview of our plans. I also solicited his input about what he thought would be helpful in saving energy. I sent him a copy of the attached document for review also so that he is fully informed.

Please review the attached summary. I will be available Monday to answer any questions or you can reach Bob tomorrow.

Mike

Michael R. Lavelle
317-216-4247 317-339-2945 (cell)

DeMotte Library Discussion - Energy Specification Summary

Design Aire Consultants

220 N. College Ave.

Indianapolis, IN 46292-3702

Prepared by Michael R. Lavelle, P.E.

5-3-01

1. Lighting

- Lighting changeout – all fixtures and lamps identified on a floor plan. Result will be approximately 35 to 40 percent reduction in energy consumption and heat contribution to the attic. Minimizes the opportunity for a snow melting and ice dam formation.
- Occupancy sensors – added to the two restrooms. Automatic lighting operation of all fixtures in each room with a 10 minute time-delay turn off.
- Exhaust fans interlocked with the occupancy sensors – added to the two restrooms.
- Split lighting circuit – added to the librarian's and children's librarian's offices. This feature allows half the lighting in this office to be turned off on bright, sunny days.

2. Relief Air – Outside Air Economizer and Attic Ventilation

- Remove economizer feature – restricts the admission of outside air to only the air needed to satisfy people fresh-air requirements using a CO2 sensor.
 - Prevents large quantities of outside air from being admitted to the building on days where minimal cooling is needed. Thereby removes the need to exhaust the corresponding relief air into the attic and therefore reduces temperature build-up in the attic space.
 - Removes the need to install a separate ducted relief air grill in the roof.
 - Recognizes that admitting large quantities of outside air to the building can drastically alter the humidity within the building. Thereby reduces the need for dehumidification and compressor running as well as adding of humidity to the air supply.
 - Reduces the opportunity for outside air contaminants to be admitted to the building.
 - Reduces the need for hot gas bypass to operate during low load conditions typically associated with economizer operation.
- Add CO2 sensor – automatically adjusts the outside air dampers to admit more outside air as the number of occupants increases. Significantly cuts the amount of outside air admitted for ventilation while providing sufficient outside air during heavy people usage of the building. Allows the roof vents to operate as designed to admit outside air at the soffit and escape through the roof vents.

3. Discharge Air Optimization – dynamically alters the air handler discharge air to the space as a function of the average temperature sampled in each of the three largest rooms.

- Automatically sets the discharge air to deliver only that temperature of cool air needed to satisfy the heat gain within the building.
- Reduces the amount of air reheating at the VAV boxes and thereby reduces energy consumption.

DeMotte Library Discussion - Energy Specification Summary

4. Condensing Unit – existing unit to be retained with the controls modified to improve energy use.
5. Boiler Upgrade – existing unit to be evaluated for replacement with more efficient boiler capable of running down to 140 degree temperature in normal operation.
 - Removes the need to use the three-way mixing valve for adjusting the supplied water temperature for heating.
 - Conserves energy by allowing the boiler to replace the functionality of the three-way mixing valve.
 - Reduces energy consumption through higher boiler efficiencies.
 - Provides for automatic boiler optimization.
6. Hot Water System – no changes planned. Continue replacing the cleanup cartridge as necessary and at least annually.
7. Roof Changes – none contemplated during this improvement. However, during a future roof replacement client may want to give some consideration to adding additional insulation to the deck. Given these improvements the need for roof insulation should be significantly reduced or totally eliminated.
8. Air Handling Unit – inlet vanes to be replaced by variable frequency drive
 - Significantly reduces energy consumption by replacing existing inlet vanes that squeeze the air supply down with reduced fan operating speed.
 - Takes advantage of the reduced air delivery now possible throughout the entire year through improved discharge air controls.
9. Temperature Controls – Upgrade to latest software. Verify that the backup battery and clock works.
10. Ceiling Insulation – contractor to verify that existing insulation is in proper position over each tile and light fixture.
 - Light fixture heat will be down by 35 to 40 percent, thereby reducing the ability of the insulation to raise the operating temperature of the fixture and potentially shorten the ballast life.
 - Insulation will minimize the tendency for the lamps to flicker or have a swirling effect that is typical during low temperature operation.
 - No additional insulation will help.
11. Air Balancing – none required given no air complaints. Minor adjustments to be made by contractor as necessary. No change in diffusers either.
12. Toilet Exhaust – to be rerouted to the outside through a separate louver grill. Current installation does not meet State code requirements.

Internet filtering

The new rules are out for CIPA (Children's Internet Protection Act). By October 2001, we will need to certify that we are "undertaking actions to filter" all our workstations. This is interpreted to mean that we are researching filters, considering alternatives, etc. If the law is still in effect in 2002, we will be required to filter all computers (including staff computers) between July 2002 and June 2003 or pay the "previously discounted portion of our monthly bills" and any other e-rate discounts we received. We will also be ineligible for any further LSTA grants which enhance our Internet connections.

What e-rate discounts do we presently receive?

We receive about a 58% discount on our telephone bills (including the bills for our datalines).

We have in some years received discounts on hardware and software upgrades to our network. At present, it seems that the money allotted to the e-rate discount program runs out before they get to our requests for these discounts. But we still apply for them!

We pay nothing for our T-1 Internet line. I believe the Indiana State Library pays for this from their funds and they receive a (50%?) e-rate discount.

What LSTA grants do we receive?

This year we have a \$5,000 LSTA grant to help pay for our new automation system server. In the past we have received grants of as much as \$25,000 to upgrade or install our network. Next year we might apply for a grant to digitize (put on the computer) our Milroy document collection.

If our library chose not to filter Internet workstations,

- we would have to pay back any e-rate discounts we received beginning July 1, 2001. This includes the discount the Indiana State Library gets for our T-1 line. I believe we would have to pay back about \$6,000 (for the T-1 line) and from then on we would pay the portion of the cost of our T-1 line previously discounted by the e-rate (\$6,000 annually).

- Depending on the interpretation of the rules, we *could* be required to pay back the e-rate discounts we receive on our monthly WAN costs. We must upgrade from 56K to 256K between Rensselaer and Wheatfield this summer in order for our TLC system to work at optimum level. We will then pay \$634 per month for that connection, minus e-rate discount of about \$368. If we had to pay that back, we would have to pay back \$4,416 in addition to the \$6,000 we would pay back for the T-1 line for Internet connection to our library.
- We would no longer be eligible for any other e-rate discounts or LSTA grants used to purchase hardware or software in support of our connection to the Internet. This includes upgrades to our network, etc.

JCPL FINANCIAL STATEMENT

April 30, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$128,745.56	\$448,411.32	\$4,352.71	\$27,366.59	\$37,590.49
Includes Investments of: \$17,880.00						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	(\$10.14)	\$2,454.17	\$0.00	\$1,018.50	\$3,988.78
DeMotte	\$1,051.81	\$0.00	\$281.88	\$0.00	\$763.50	\$1,533.43
Rensselaer	\$3,736.82	(\$10.14)	\$2,162.29	\$0.00	\$95.00	\$1,669.53
Wheatfield	\$635.82	\$0.00	\$10.00	\$0.00	\$160.00	\$785.82
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$93.62	\$385.05	\$23,163.51
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$0.00	\$0.00	\$0.00	\$83,496.65
Includes Investments of: \$83,496.30						
Capital Projects Fund	\$163,889.20	\$16,260.00	\$16,260.00	\$0.00	\$994.50	\$148,623.70
Includes Investments of: \$48,623.70						
t/Hospitality Fund	\$0.00	\$600.00	\$1,070.00	\$30.00	\$1,070.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,911.87	\$23,366.87	\$5,911.87	\$23,366.87	\$0.00
FICA Tax Collected	\$0.00	\$4,401.89	\$17,361.07	\$4,401.89	\$17,361.07	\$0.00
State Tax Collected	\$1,740.67	\$1,875.65	\$7,472.97	\$1,949.54	\$7,681.84	\$1,949.54
County Tax Collected	\$468.08	\$516.39	\$2,051.23	\$538.10	\$2,121.25	\$538.10
Deferred Comp.	\$0.00	\$2,612.00	\$10,420.70	\$2,612.00	\$10,420.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,958.98	\$6,788.12	\$1,706.97	\$6,788.12	(\$0.00)
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$4,294.99	\$8,481.02	\$1,441.58	\$5,736.57	\$1,441.58
Credit Union	\$0.00	\$150.00	\$300.00	\$150.00	\$300.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$167,317.19	\$544,518.47	\$23,188.28	\$104,620.06	\$301,002.35

Bank Balances**Jasper County Public Library****Report as of: 04/30/2001**

<i>Bank</i>	
1	Peoples State Bank
2	Demotte State Bank
3	Lafayette Bank & Trust-LIRF
4	Cash on Hand
5	
6	
7	
8	
9	
10	
11	
12	
13	Rens.Bank'g Ctr. CD#400037210
14	Rens. Bank'g Ctr. CD#400037126
15	Rens. Bank'g Ctr. CD#400037128
16	Rens. Bank'g Ctr. CD#400037161
17	Rens. Bank'g Ctr. CD#400037160
Total all banks =	

\$17,221.26

\$10,407.58

\$23,163.51

\$210.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$150,000.00

\$0.00

\$0.00

\$0.00

\$100,000.00

\$301,002.35

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				<u>\$48,623.70</u>		CPF		<u>\$398.00</u>	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.741		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.311	CPF	12/27/2000	\$3,164.07	

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.551	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.581	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.311		12/27/2000	\$3,112.27	

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 04/01/2001 To 04/30/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$15,673.64	\$31,542.36	33.2
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$52,382.37	\$206,109.14	\$429,644.86	32.4
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$2,931.13	\$11,946.69	\$30,615.31	28.1
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,401.89	\$17,361.07	\$38,141.93	31.3
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$322.68	\$471.89	\$1,523.11	23.7
1.23 EMPLOYER'S CONTRIB. - PERF	\$31,693.00	\$0.00	\$31,693.00	\$7,516.18	\$14,841.94	\$16,851.06	46.8
1.24 EMPLOYER'S CONTRIB. - INS.	\$30,586.00	\$0.00	\$30,586.00	\$2,495.89	\$9,720.23	\$20,865.77	31.8
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$251.63	\$251.63	\$1,248.37	16.8
Subtotal	\$846,809.00		\$846,809.00	\$74,236.43	\$276,376.23	\$570,432.77	32.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$638.58	\$656.58	\$261.42	71.5
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$799.74	\$2,190.00	\$4,010.00	35.3
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$0.00	\$3,800.00	\$29.91	\$1,118.48	\$2,681.52	29.4
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$202.89	\$1,874.31	\$2,925.69	39.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$444.67	\$745.02	\$254.98	74.5
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$37.47	\$176.94	\$223.06	44.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$488.65	\$2,075.11	\$1,924.89	51.9
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$451.41	\$994.00	\$1,506.00	39.8
Subtotal	\$24,360.00	\$18.00	\$24,378.00	\$3,093.32	\$9,830.44	\$14,547.56	40.3
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$2,132.90	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$500.00	\$500.00	\$1,000.00	33.3
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$1,414.75	\$1,683.75	\$4,316.25	28.1
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$814.25	\$3,227.67	\$3,772.33	46.1
3.22 POSTAGE	\$4,900.00	\$0.00	\$4,900.00	\$149.56	\$1,577.13	\$3,322.87	32.2
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$748.79	\$2,116.36	\$4,883.64	30.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,234.52	\$4,567.39	\$3,432.61	57.1
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$682.40	\$2,218.74	\$5,781.26	27.7
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$389.44	\$465.94	\$1,034.06	31.1
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$188.85	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$50.00	\$55.00	\$195.00	22.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$9,376.00	\$10,635.00	\$365.00	96.7
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$2,656.35	\$16,650.96	\$9,349.04	64.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,329.01	\$12,811.38	\$33,188.62	27.9
3.53 WATER	\$950.00	\$0.00	\$950.00	\$114.30	\$328.50	\$621.50	34.6
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$176.81	\$745.59	\$1,654.41	31.1
3.61 BUILDING & STRUCTURES	\$48,000.00	\$151.88	\$48,151.88	\$2,217.90	\$8,681.10	\$39,470.78	18.0
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$91.17	\$159.62	\$5,840.38	2.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$59.95	\$246.80	\$33.20	88.1
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,213.03	\$386.97	85.1
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$3,284.14	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$6,250.77	\$22,736.70	\$30,870.80	42.4
Subtotal	\$279,195.00	\$19,375.88	\$298,570.88	\$35,861.86	\$97,226.55	\$201,344.33	32.6
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$239.00	\$44,664.00	\$46.99	\$3,801.52	\$40,862.48	8.5
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$12,102.99	\$38,346.68	\$115,258.77	25.0
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$350.36	\$1,875.25	\$22,124.75	7.8
4.53 NONPRINTED MATERIALS	\$60,000.00	\$24.95	\$60,024.95	\$3,053.61	\$20,954.65	\$39,070.30	34.9
Subtotal	\$278,425.00	\$3,869.40	\$282,294.40	\$15,553.95	\$64,978.10	\$217,316.30	23.0
Grand Total	\$1,428,789.00	\$23,263.28	\$1,452,052.28	\$128,745.56	\$448,411.32	\$1,003,640.96	30.9

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Register of Claims
Jasper County Public Library

Report Date: From 04/01/2001 To 04/30/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
19809	258	4-COUNTY SUPPLY	04/09/2001	Washroom Repair Kit	\$37.47
19810	259	ACE HARDWARE	04/09/2001	Outdoor Bulbs, De-Icer cable, Gutter Screens, etc.	\$455.44
19811	260	A.E. BOYCE CO., INC.	04/09/2001	Receipt Bks, Laser Checks	\$686.73
19812	261	AMERICAN LIBRARY ASSN	04/09/2001	Marketing supplies, library posters	\$98.10
19813	262	BAKER & TAYLOR	04/09/2001	Books, AV, Gift Books, Automatically Yours, Continuations	\$5,239.14
19814	263	BETHANY HOUSE PUBLISHER	04/09/2001	Books	\$35.15
19815	264	CENTRAL INDIANA HARDWAR	04/09/2001	Keys	\$8.00
19816	265	CHARLOTTE FAGEN	04/09/2001	Mileage	\$84.18
19817	266	CHERYL WARRAN	04/09/2001	Substitute Janitor @ Wh. Lib.	\$94.88
19818	267	CONSOLIDATED INSURANCE	04/09/2001	8 yr. Notary Bond-G. Brown	\$50.00
19819	268	COUNTRYSIDE LANDSCAPING	04/09/2001	Landscape Stepping Stones @ Wh. Lib.	\$71.25
19820	269	CULLIGAN	04/09/2001	Water & Cooler Rental @ Wh. Lib.	\$64.40
19821	270	DAVIDSON TITLES INC.	04/09/2001	Books	\$3,994.56
19822	271	DEMCO	04/09/2001	Literature holders, AudioCassette & CD cases, Transport bags, Tabletop easels	\$544.12
19823	272	DIANA KOOY	04/09/2001	Mileage, Meeting expenses	\$152.66
19824	273	DIANE KROS	04/09/2001	Mileage	\$25.53
19825	274	DUMAS & MORIARTY, L.L.P.	04/09/2001	Legal services	\$500.00
19826	275	EDUCATIONAL RESOURCES	04/09/2001	Software Licenses	\$320.00
19827	276	GAIL JUNG	04/09/2001	Rensselaer Petty Cash	\$50.35
19828	277	GA FOODS GROUP	04/09/2001	National Library Week expenses @ Rens.	\$15.36
19829	278	GALE GROUP	04/09/2001	Books	\$116.61
19830	279	GAYLORD BROS.	04/09/2001	Server Back-up Tapes	\$79.75
19831	280	GIESLER ELECTRIC, INC	04/09/2001	Outside Light Repairs @DeMotte	\$98.00
19832	281	GLENDA BROWN	04/09/2001	Mileage	\$7.59
19833	282	GROLIER PUBLISHING COMP	04/09/2001	Books	\$1,279.17
19834	283	HANSEN & ASSOCIATES	04/09/2001	Imprinted Pencils-Marketing	\$183.85
19835	284	HERITAGE OFFICE PRODUCT	04/09/2001	UPS, namebadge, photoquality paper	\$41.66
19836	285	HERITAGE QUEST	04/09/2001	Genealogy CD-ROMS	\$99.97
19837	286	HERRMAN & GOETZ	04/09/2001	Outdoor Light Fixture repair & Computer Rm. Circuit	\$885.13
19838	287	HIGHSMITH CO. INC.	04/09/2001	Magazine Binders, Order forms	\$514.18
19839	288	INCOLSA	04/09/2001	Workshops-Indiana on the Net, Business Info on the Internet, Web Resources: Gov't sites; Wheels Contract, NetLibrary	\$1,395.69
19840	289	INDIANA DEPT.OF WORKFOR	04/09/2001	Unemployment Compensation	\$322.68
19841	290	ISCI	04/09/2001	Consultation for TLC Automation contract	\$1,344.50
19842	291	INGRAM	04/09/2001	Books	\$131.38
19843	292	INSPIRATIONAL BOOK DISTRI	04/09/2001	Christian Books	\$35.61
19844	293	JASPER COUNTY HOSPITAL	04/09/2001	Qtly Water test-DeMotte Lib.	\$12.00
19845	294	JASPER CO. VETERANS COU	04/09/2001	Flags	\$124.00
19846	295	JENNIFER L. EVERS	04/09/2001	Mileage, Computers-In-Library expenses	\$142.62
19847	296	KANKAKEE VALLEY POST NE	04/09/2001	Newspaper Subscription-Rens. 4/30/01-4/29/02	\$43.00
19848	297	KEM'S TRUSTWORTHY HARD	04/09/2001	Caulk and 30- drawer small parts cabinet	\$13.14
19849	298	KEVIN GIBSON	04/09/2001	Handyman services @ DeMotte	\$120.00
19850	299	LIBRARY VIDEO COMPANY	04/09/2001	Assorted Videos	\$645.12
19851	300	LISA RUSHER	04/09/2001	Mileage & Craft items	\$20.02
19852	301	M W INSURANCE AGENCY	04/09/2001	Worker's Comp Policy Renewal	\$2,340.00
19853	302	MARSHALL CAVENDISH CORP	04/09/2001	Books	\$895.17

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19854	303	MBNA AMERICA BUSINESS C	04/09/2001	Computers-In-Libraries Conference expenses & camera credit	\$824.79
19855	304	MIDWEST TAPE	04/09/2001	Videos	\$113.31
19856	305	NAOMI KNOERZER	04/09/2001	Substitute Janitor @ DeMotte Lib.	\$156.75
19857	306	NORTHWESTERN INDIANA TE	04/09/2001	Telephone Service @ DeMotte	\$26.07
19858	307	PATRICK R. OATIS	04/09/2001	Sign Language class-Rens.	\$300.00
19859	308	PATRICK R. OATIS	04/09/2001	Sign Language class @ Rens.	\$300.00
19860	309	PATTY STRINGFELLOW	04/09/2001	Mileage, Mascot Imprinting, Counterparts Mtg. Expenses	\$35.78
19861	310	PEGGY WOODS	04/09/2001	Mileage, Videos	\$15.55
19862	311	PHILIP N. HOWARD	04/09/2001	Snow Removal @ Wh.	\$140.00
19863	312	POSTMASTER GENERAL	04/09/2001	Postage Stamps	\$101.00
19864	313	PRECISION CONTROL SYSTE	04/09/2001	Air Handler repair - Shutting down on FreezeStat - Rens. Lib.	\$499.52
19865	314	PUBLIC EMPLOYEES' RETIRE	04/09/2001	1st Qtr Payment-2001	\$11,811.17
19866	315	PUBLISHING SALES CONSULT	04/09/2001	Books-Encyclopedias & Exploring Tech. Careers	\$248.29
19867	316	QUILL	04/09/2001	Legal Pads, Copy Paper, Labels, Calculator, Printer & Fax Cartridges, etc.	\$768.64
19868	317	RACHAEL CAVINDER	04/09/2001	Mileage	\$36.58
19869	318	REBECCA GIBSON	04/09/2001	Mileage & Mtg. Expenses	\$85.83
19870	319	RELIABLE CORPORATION	04/09/2001	Interdepartmental Envelopes, Tape	\$42.05
19871	320	RENS./REMINGTON CHAMBER	04/09/2001	Life Style Expo 2001	\$50.00
19872	321	RENSSELAER REPUBLICAN	04/09/2001	Classified Ad-Page @ Rens. Lib., CPF Legal Ad	\$389.44
19873	322	POWERKIDS PRESS	04/09/2001	Books	\$139.80
19874	323	RUSSELL R. SESSIONS	04/09/2001	Snow Removal @ DeMotte	\$380.00
19875	324	SECURITY COURIERS CORP.	04/09/2001	Transport b/w branches	\$924.06
19876	325	SELECTVIDEO	04/09/2001	Videos	\$225.70
19877	326	SHEILA MAXWELL	04/09/2001	Computers-In-Libraries Expenses & Mileage	\$224.98
19878	327	SIECO, INC.	04/09/2001	Review and Recommend HVAC corrections	\$2,132.90
19879	328	SOURCEBOOKS, INC.	04/09/2001	Books	\$221.22
19880	329	THE LIBRARY CORPORATION	04/09/2001	Library Solution & Marc Catalog access	\$20,845.00
19881	330	THINK TANK INFORMATION S	04/09/2001	Web Server, Netware 5.1	\$3,363.39
19882	331	TIMESTEP PLAYERS	04/09/2001	Summer Reading Program Deposit @ DeMotte	\$68.75
19883	332	TOWN OF DEMOTTE	04/09/2001	Sewer bills-DeMotte	\$47.86
19884	333	TOWN OF WHEATFIELD SEW	04/09/2001	Sewer Service @ Wh. Lib.	\$41.05
19885	334	TRIBUTE SERIES	04/09/2001	Video	\$27.95
19886	335	UNIQUE MANAGEMENT SERVI	04/09/2001	Initial & Secondary Placements	\$104.71
19887	336	VISTA INC.	04/09/2001	Projector/Microfilm machine bulbs	\$41.40
19888	337	WALGREEN'S	04/09/2001	Batteries, Paper Reinforcements, bumper guards	\$11.75
19889	338	WAL-MART COMMUNITY BRC	04/09/2001	Videos, Craft items, binders, correction tape, banner pole set, etc.	\$194.97
19890	339	WINZIP COMPUTING, INC.	04/09/2001	WinZip Licenses	\$170.00
19891	340	BOILER & PRESSURE VESSEL	04/09/2001	Boiler Inspection @ DeMotte Lib.	\$24.00
19892	341	JASPER COUNTY PUBLIC LIB	04/05/2001	Purchase 63 day CD	\$150,000.00
0	342	PAYROLL	04/10/2001	PAYROLL	\$30,363.07
19893	343	ALIAC	04/10/2001	Deferred Compensation Contributions	\$1,306.00
19894	344	ANTHEM BLUE CROSS AND B	04/10/2001	April Health Premium-13 Employees	\$4,357.22
19895	345	INCOLSA	04/10/2001	Planning & Managing Library Facilites-6/28 & 7/13/01	\$160.00
19896	346	LA-PORTER FEDERAL CREDIT	04/10/2001	Withheld From Payroll 10 APR '01	\$75.00
19897	347	OVGTSL	04/10/2001	Ohio Valley Group of Technical Services Librarians Conf.-5/17 & 5/18/01	\$85.00
19898	348	SPRINT	04/10/2001	Local Telephone Service APR '01- Rens	\$574.20
19899	349	SPRINT	04/10/2001	Long Distance Telephone Service MAR '01-D & W	\$40.84
0	350	INTERNAL REVENUE SERVIC	04/11/2001	FICA & FED Taxes Withheld 10 APR 01	\$7,614.86
0	351	INDIANA DEPARTMENT OF RE	04/20/2001	State & County Taxes Withheld MAR '01	\$2,392.04
19900	352	CHICAGO TRIBUNE	04/10/2001	Subscription;3/26 - 9/23/01;DeMotte	\$108.16

Printed on Tuesday, May 01, 2001

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Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19901	353	M W INSURANCE AGENCY	04/10/2001	Commercial Building Coverage	\$7,036.00
19902	354	SPRINT	04/10/2001	Local Data Line usage-monthly	\$682.40
0	355	PAYROLL	04/25/2001	PAYROLL	\$28,885.09
19903	356	ALIAC	04/25/2001	Deferred Compensation Contributions	\$1,306.00
19904	357	ANTHEM LIFE	04/25/2001	April Premium-21 employees	\$97.65
19905	358	CITY OF RENSSELAER	04/25/2001	Rensselaer Utilities-3/9-4/10/01	\$2,499.56
0	359	INTERNAL REVENUE SERVIC	04/23/2001	EFT- FICA & FED TAX WITHHELD for 25 APR 01	\$7,100.79
19907	360	LA-PORTER FEDERAL CREDIT	04/25/2001	Withheld from 4/25/01 Payroll	\$75.00
19908	361	NIPSCO	04/25/2001	DeMotte (3/19-4/16/01; Wheatfield (3/13-4/10/01) Utilities	\$3,633.55
19909	362	SPRINT	04/25/2001	Local Phone-Wheatfield Lib. April '01	\$173.14
19910	363	THE TIMES-	04/25/2001	Annual Newspaper Subscription- Rens. Lib.	\$199.20
Total Amount of Claims					\$317,317.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 01, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$317,317.19

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

April 30, 2001

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:				
DeMotte	\$893.39	\$3,713.75	\$2,090.79	\$9,416.46
Rensselaer	\$800.94	\$3,828.01		
Wheatfield	\$396.46	\$1,874.70		
PHOTOCOPIES:			\$715.95	\$2,666.68
DeMotte	\$348.90	\$1,322.30		
Rensselaer	\$267.30	\$1,022.58		
Wheatfield	\$99.75	\$321.80		
CARDS:			\$72.00	\$390.00
DeMotte	\$32.00	\$146.00		
Rensselaer	\$32.00	\$190.00		
Wheatfield	\$8.00	\$54.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$643.07	\$9,242.79
Checking/Repurchase/Savings	\$643.07	\$2,658.81		
CD's & Investments	\$0.00	\$6,583.98		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$830.90	\$5,650.66
Insurance	\$0.00	\$4,438.52		
Rebates	\$0.00	\$0.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$18.00		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$124.85	\$287.87		
COBRA(Anthem Ins)Reimburseme	\$627.42	\$627.42		
Postage	\$27.63	\$27.63		
Multiplexer sale	\$51.00	\$51.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,352.71	\$27,366.59
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$0.00	\$1,018.50
DeMotte	\$0.00	\$763.50		
Rensselaer	\$0.00	\$95.00		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$93.62	\$385.05
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$0.00	\$994.50
Interest Earned	\$0.00	\$994.50		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
POST/HOSPITALITY FUND:			\$30.00	\$1,070.00
EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$4,476.33	\$30,834.64
TOTAL RECEIPTS			TOTAL RECEIPTS	

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$18,711.95	\$73,785.42
FIT Tax Collected	\$5,911.87	\$23,366.87		
FICA Collected	\$4,401.89	\$17,361.07		
State Tax Collected	\$1,949.54	\$7,681.84		
County Tax Collected	\$538.10	\$2,121.25		
Deferred Comp Plan	\$2,612.00	\$10,420.70		
#125 Pre-tax Plan	\$1,706.97	\$6,788.12		
Life/Health Insurance	\$0.00	\$9.00		
PERF	\$1,441.58	\$5,736.57		
Credit Union	\$150.00	\$300.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$23,188.28	\$104,620.06

Register of Claims
Jasper County Public Library

Report Date: From 05/01/2001 To 05/15/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	364	PAYROLL	05/10/2001	PAYROLL	\$30,311.95
19911	365	ALIAC	05/10/2001	Deferred Compensation Contributions	\$1,306.00
19912	366	ANTHEM BLUE CROSS AND B	05/10/2001	May Health Premium-13 Employees	\$4,357.22
19913	367	LA-PORTER FEDERAL CREDIT	05/10/2001	Withheld from Payroll 10 MAY '01	\$75.00
19914	368	NORTHWESTERN INDIANA TE	05/10/2001	Telephone Service DeMotte	\$26.07
19915	369	SPRINT	05/10/2001	Local Telephone Service May 2001-Rens & Datalines	\$1,259.02
19916	370	SPRINT	05/10/2001	Long Distance Service APR '01-Dem & Wheat	\$45.41
19917	371	TOWN OF DEMOTTE	05/10/2001	Sewer Service- DeMotte	\$47.86
19918	372	TOWN OF WHEATFIELD SEW	05/10/2001	Sewer Service May '01-Wheatfield	\$41.05
0	373	INDIANA DEPARTMENT OF RE	05/07/2001	State & County Taxes Withheld APR '01	\$2,487.64
0	374	INTERNAL REVENUE SERVIC	05/07/2001	EFT-FICA & FED Taxes Withheld 10 MAY '01	\$7,511.81
19919	375	ACE HARDWARE	05/14/2001	Cleaning supplies,insect spary	\$37.20
19920	376	AMBER WHITED	05/14/2001	ILF Mileage and expenses 4/10/01	\$89.30
19921	377	AMERICAN LIBRARY ASSN	05/14/2001	Shirt and Dewey poster	\$34.00
19922	378	ANNE-MARIE EGAN	05/14/2001	DeMotte Board Mtg- Mileage	\$15.18
19923	379	AVC CORPORATION	05/14/2001	Financial Computer Service Agreement APR & MAY '01	\$198.00
19924	380	BAKER & TAYLOR	05/14/2001	Books, Continuations,AV Material	\$9,041.41
19925	381	BARNES & NOBLE	05/14/2001	BooksAcct No. 6253249	\$226.61
19926	382	BESTBUYBIZ	05/14/2001	CD's and CD-Rom's	\$337.81
19927	383	BETHANY HOUSE PUBLISHER	05/14/2001	Books	\$45.77
19928	384	CAMPBELL PRINTING COMPA	05/14/2001	Fine Notice Labels	\$217.40
19929	385	CENTER POINT PUBLISHING	05/14/2001	Large Print Books	\$191.27
19930	386	CHRIS OLIVER	05/14/2001	Repairs to Book Drop shelf and Circulation Desk remodeling-Wheat	\$42.40
19931	387	CONDE NAST COLLECTION	05/14/2001	Books	\$26.45
19932	388	CONGRESSIONAL QUARTERL	05/14/2001	CQ Researcher Subscription-Rens	\$500.00
19933	389	CULLIGAN	05/14/2001	Water Cooler Rental May '01 -Wheat	\$9.95
19934	390	DARYL'S PASTRY SHOP	05/14/2001	Management Mtg. Supplies 4/12/01	\$5.40
19935	391	DAVIDSON TITLES INC.	05/14/2001	Books	\$718.92
19936	392	DEMCO	05/14/2001	Posters,Labels,Laminate,Audio, DVD & Cassette Cases, Book PocketsConst.Paper & Shelf	\$1,210.83
19937	393	DIANA KOOY	05/14/2001	Mileage-Management Mtg.,Deposits, Database Mtg.	\$36.57
19938	394	DIANE KROS	05/14/2001	Mileage-Storytime, Deposit, Management	\$45.89
19939	395	EDUCATORS PROGRESS SER	05/14/2001	Continuation	\$44.90
19940	396	EVA CORPORATION	05/14/2001	Magazine Subscription	\$13,967.70
19941	397	FASE'S WATER TREATMENT	05/14/2001	Redout for Softener	\$45.00
19942	398	GA FOODS GROUP	05/14/2001	Management Mtg. Supplies	\$5.07
19943	399	GAIL JUNG	05/14/2001	Mileage-Management Mtg. & Board Mtg.	\$22.77
19944	400	GALE GROUP	05/14/2001	Continuations & Books	\$941.11
19945	401	GARNER ROOFING, INC	05/14/2001	Snow Removal & Sidewalks-2/22,2/24,3/5,3/17;Rens	\$191.25
19946	402	GAYLORD BROS.	05/14/2001	Sign Holder & Engraved Inserts	\$130.81
19947	403	GLENDA BROWN	05/14/2001	Mileage-Reference Counterparts	\$27.60
19948	404	GROLIER EDUCATIONAL COR	05/14/2001	Books & Continuations	\$380.44
19949	405	GTI	05/14/2001	Labels	\$558.81
19950	406	H. W. WILSON COMPANY	05/14/2001	Readers Guide Print Subcription	\$292.00
19951	407	HERITAGE OFFICE PRODUCT	05/14/2001	Trimmer ,UPS Charges	\$34.75
19952	408	HERITAGE QUEST	05/14/2001	INDIANA 1910 US Federal Census Index	\$35.96
19953	409	HP PRODUCTS CORP.	05/14/2001	Vandalism remover,Paper Towels,glass cleaner,T.P.,deodorizers,M-Folds	\$614.17

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19954	410	INCOLSA	05/14/2001	Internet Filtering Video	\$30.00
19955	411	INGRAM	05/14/2001	Books	\$64.66
19956	412	INSPIRATIONAL BOOK DISTRI	05/14/2001	Books	\$158.97
19957	413	INDIANA VISUAL & AUDIO NET	05/14/2001	Replacement tape- The Shipping News	\$22.00
19958	414	J B'S LOCK & KEY SERVICE	05/14/2001	Repairs to Lounge Room Door-Dem	\$75.00
19959	415	JACK STANDISH	05/14/2001	Materials & Labor to make Oak Shelving for Rens.	\$147.06
19960	416	JENNIFER L. EVERS	05/14/2001	Mileage-Set up training computer	\$15.18
19961	417	KENT ADHESIVE PRODUCTS	05/14/2001	Scissors	\$55.94
19962	418	KATHRYN B. WEED	05/14/2001	Volunteer Conference Fee & Mileage	\$115.73
19963	419	LISA RUSHER	05/14/2001	ILF Expense & Management Mtg. Supply	\$5.69
19964	420	LYNN DAUGHERTY	05/14/2001	ILF Expenses, INCOLSA Workshop, Refrigerator;Rens,Mileage	\$319.24
19965	421	MARY MOLENAAR	05/14/2001	ILF Expense 4/10/01	\$6.67
19966	422	MBNA AMERICA BUSINESS C	05/14/2001	Printmaster Gold CD-Rom	\$147.95
19967	423	MBNA AMERICA BUSINESS C	05/14/2001	Drury Inn;ILF 4/10/01-Daugherty	\$66.77
19968	424	MIDWEST TAPE	05/14/2001	Video	\$12.59
19969	425	ON CUE #6106	05/14/2001	Video's & CD Rom's	\$157.16
19970	426	OOMS DISPOSAL SERVICE IN	05/14/2001	Trash Removal Service-4/1 -6/30/01;DeMotte	\$56.50
19971	427	PATTY STRINGFELLOW	05/14/2001	ILF Expenses 4/11/01	\$133.21
19972	428	PEGGY WOODS	05/14/2001	ILF Expense 4/11/01	\$12.02
19973	429	POSTMASTER GENERAL	05/14/2001	Postage	\$790.00
19974	430	PRECISION CONTROL SYSTE	05/14/2001	Repairs to air flow;Rens-Repairs to valves;Demotte	\$1,719.97
19975	431	PUBLISHING SALES CONSULT	05/14/2001	Books	\$178.20
19976	432	QUILL	05/14/2001	Page up Copy Holder,Paper,Dots,Notepads,Hi-liters,ink cartridges,mouse,kleenex,calculator,keyboard	\$371.26
19977	433	REBECCA GIBSON	05/14/2001	ILF Expense 4/11/01;mileage-management & INCOLSA workshop	\$107.74
19978	434	RECORDED BOOKS, LLC	05/14/2001	Audio Books	\$487.20
19979	435	REGENT BOOK CO., INC.	05/14/2001	Continuation Books	\$11.46
19980	436	RELIABLE EXTERMINATORS, I	05/14/2001	Spray for Ants & Spiders-Rens	\$75.00
19981	437	PBS	05/14/2001	Videos	\$158.10
19982	438	RENSELAER REPUBLICAN	05/14/2001	Annual Subscription-Demotte	\$106.25
19983	439	POWERKIDS PRESS	05/14/2001	Books	\$159.95
19984	440	RUSSELL R. SESSIONS	05/14/2001	Snow Removal @ DeMotte	\$230.00
19985	441	SECURITY COURIERS CORP.	05/14/2001	Transport between branches	\$1,161.18
19986	442	STANLEY STEEMER	05/14/2001	Carpet Cleaning Childrens area from Ice Damming- DeMotte	\$967.80
19987	443	THE TIMES-	05/14/2001	Annual Newspaper Subscription-Wheatfield	\$199.20
19988	444	TIMESTEP PLAYERS	05/14/2001	Summer Reading Program-DeMotte 6/5/01	\$206.25
19989	445	TERRY J. FERRELL	05/14/2001	Snow removal Wheatfield	\$40.00
19990	446	TOM KROOSWYK PLMBG, HT	05/14/2001	Repairs to Staff Lounge Toilet	\$79.50
19991	447	TRUGREEN	05/14/2001	Spray applied to Crab Apple trees	\$51.00
19992	448	TYSEN'S COUNTRY GROCER	05/14/2001	Supplies for Dem. Childrens prog. & adult book discussion,film & cleaning supplies	\$189.93
19993	449	TYSEN'S FAMILY FOOD CENT	05/14/2001	Childrens & Adult program supplies	\$6.95
19994	450	UNIQUE MANAGEMENT SERVI	05/14/2001	Initial & Secondary Placements	\$420.93
19995	451	VICKIE STÜBBLEFIELD	05/14/2001	Mileage & expenses @ ILF 4/11/01	\$99.18
19996	452	WAL-MART COMMUNITY BRC	05/14/2001	Video's,film developing,gift basket supplies,craft supplies,poster frame	\$298.44
19997	453	WALL STREET JOURNAL	05/14/2001	2 year subscription-Wheatfield	\$299.00
19998	454	WORLD BOOK SCHOOL AND L	05/14/2001	Books	\$819.00
19999	455	FRIENDS OF THE DEMOTTE LI	05/14/2001	Reimbursement for credit to Fase's Water Treatment	\$52.50
20000	456	NADSC	05/14/2001	Annual Subscription;R, D & W	\$153.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$88,833.06

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 08, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$88,833.06

Date this 14th day of May, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JUNE

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, June 11, 2001, 7:00 PM
Rensselaer Library Meeting Room**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Salary ordinance changes (R 7)
- D. Policy review/revisions (R 9)

General Business

- A. Automated system installation/training (R 13-14)
- B. DeMotte HVAC/lighting project (R 14)

Action
Information

Director's Report (R 13-R 16)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes May 14, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Sue Deardorff, Joan Floyd, Mike Crawford, Mark Heinig III, Tim Schultz, Lynn Daugherty, Gail Jung. **Absent:** Anne-Marie Egan, Mari Anne Sayler

EXECUTIVE SESSION: The board met in closed session as advertised to discuss the Director's annual job performance evaluation.

The regular meeting was opened with a moment of silence at 7:15 PM.

Agenda/Consent Agenda: On a motion by S.Deardorff, seconded by M. Crawford, the Consent Agenda and Agenda items including, April Minutes, Financial Reports, and Salary Ordinance changes as presented, were approved unanimously.

Internet Filtering: The director updated the board on the CIPA (Children's Internet Protection Act). By October we will be required to certify whether we are actively investigating filtering of computers. If the lawsuits are still unresolved by July 2002, we will be required to filter all computers (including staff) in order to be eligible for any future LSTA grants and USF e-rate discounts. There is discussion that the Indiana State Library etal could possibly install filtering software for the Intelenet T1 line, thereby eliminating the need for each library to seek and pay for individual software programs. Those libraries not wanting to have Internet filtering could have the option to disable.

DeMotte HVAC: Mike Lavelle, Design-Aire, met with Precision Control at the DeMotte library to discuss the intricacies of the present system. Design-Aire modified their original recommendations to keep the economizer and control to a greater degree; add the preheat coil as suggested by PC; and configure software to allow boiler to shut down in summer. Re-venting toilet exhaust will be done according to state code. No roofing changes were recommended at this time, but adding insulation when contemplating future shingle replacement is an option. It is estimated that all of the modifications recommended will be under \$100,000. To pay for these modifications, we will apply for an interest free PFEEF loan.

Design-Aire could not guarantee their recommendations would resolve all of our problems, but this is, as always, a calculated risk and the board based its decision to proceed on the expertise and experience of the engineers advising us. On a motion by M. Heinig, seconded by M. Crawford, the board voted to accept the recommendations by Design-Aire and seek quotes for these modifications. Vote was unanimous.

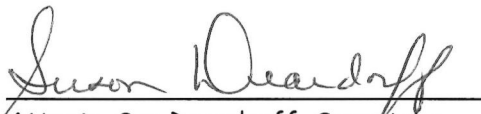
NILBA Dinner: Gary Public Library is hosting the dinner on May 30th at the Skyline Pavilion, Buffington Harbor in Gary, IN. Reservation deadline is May 25. Please notify Lynn by May 21 for check to be cut. S. Deardorff and L. Daugherty acknowledged they will be attending.

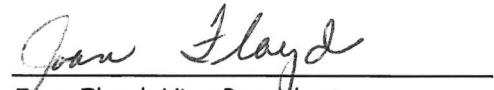
Capital Projects: The County Council approved JCPL 2002-04 CPF plan at their May 8th Council Meeting. State Board of Tax Commissioners will be sent a copy with all of the required documents for their approval. After the tax commissioners have given their approval the public will have the opportunity to voice any concerns at a public hearing.

In the Long Term Absence of the Director: An instructional guide was prepared and given to each board member as an informational tool in case of an emergency.

JCPL Fund-Raising Brochure: Ideas are welcome to make the brochure more inviting and professional. R. Carr, staff member, will be asked to design the final brochure for placement in estate-planning businesses. Information on gift-giving will also be included on our website.

With no other business to discuss, the meeting adjourned at 8:15 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Joan Floyd, Vice President

May 2001

DEMOTTE

RENSSELAER

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circulation
----------------	-------------------	-------------

Added	Withdrew	Circulation
Vols.	Vols.	

**Total
Circ.**



Fiction	82	2,088	91	6	2,274	54	86	818	5,180
Nonfiction	58	1,494	88	68	1,150	73	19	475	3,119

Fiction	89	2,733	71	2	2,172	51	41	862	5,767
Nonfiction	54	1,239	28	6	705	17	2	229	2,173

Magazines, Adult	698	306	180	1,184
Magazines, Child	174	9	14	197
Graphic Mat'l	0	3	0	3
Internet Use	199	439	59	697
Microforms				0

Sound Rec/Adult	10		375	16	0	583	9	3	193	1,151
Sound Rec/Child	5		161	2	0	83	2	0	23	267
Online Databases										
CD ROM software	3		112	8	0	136	7	0	73	321
Software										
Vertical Files	0		57	0	27	36	0	0	1	94
VHS/DVD	7		829	11	1	1,338	11	0	594	2,761
Equipment			0			1			0	1
TOTAL	308	0	10,159	315	110	9,235	224	151	3,521	22,915

XX

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	49,985	58,698	26,429
Percent Increase/Decrease	15.1%	-5.8%	11.6%

[illegible]

MONTHLY SYSTEM STATISTICS

Circulation	21,787	22,915	5.2%
Jan. to date circulation	116,439	123,024	5.7%

70
ω

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS	
	Hrs.		Hrs.		Hrs.		SPENT	
INTRALIBRARY LOANS FILLED	112	24	71	15	212	46	395	86
LOCAL HISTORY								
In person	0	0	19	5		0	19	5
Letters written	2	2	7	7		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	14	1	15	1	14	1	43	4
VCR Use	4	1	0	0	0	0	4	1
Microforms	0	0	21	3		0	21	3
CD ROM/Online databases used		0		0		0	83	7
Typewriter use	1	0	2	0	1	0	4	0
Other equipment used	7	2	2	1	0	0	9	3
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	29	19	0	0	30	20
Notarized documents	5	1		0	0	0	5	1
Meeting Room Use (no. of groups)	68	23	22	7	25	8	115	38
Study room use	27	2	26	2	8	1	61	5
INTERLIBRARY LOANS								
Requests made for:	41	10	73	18	29	7	143	36
Items rec'd for:	34	17	63	32	23	12	120	60
Items requested by other libraries			1				1	
Items supplied to other libraries		0	1	1		0	1	1

REGISTRATIONS

Borrowers--Start of month:	7248	7580	2980	17808
Borrowers--End of month:	7341	7618	3013	17972
Non-resident, paying	1	9	0	10
PLAC card users	0	1	0	1
Reciprocal borrowers	194	128	8	330

PROGRAMS

Programs for all ages	1	6	6	36	0	7	42
Children's Programs (0-13)	51	306	54	324	26	156	131
Number attending	1084		1058		622		2764
YA Programs (14-17)	1	6	0	0	0	1	6
Number attending	17		2			19	
Adult Programs	78	36	11	66	1	6	18
Number attending	156	133	194		21		348
Senior Citizen Programs	1	6	7	42	0	8	48
Number attending	5		44		3		52
Total Number of Programs	60	360	78	468	27	162	165
Total Persons Attending	1239		1298		646		3183
Total Attending Same Month Last Yr.	1113		747		625		2485
Total Staff Hours Spent		444		580		237	1268
Hours Spent Same Month last year		393		345		235	973

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	875	8.9%	1259	14.6%	469	13.8%	2603	11.9%
Adult Female (1)	5710	58.2%	4531	52.7%	2015	59.3%	12256	56.2%
Juvenile 0-11 (2)	2175	22.2%	1161	13.5%	393	11.6%	3729	17.1%
YA 12-17 (3)	370	3.8%	255	3.0%	129	3.8%	754	3.5%
Nonresident No Fee (4)	83	0.8%	183	2.1%	47	1.4%	313	1.4%
Board/Staff (5)	297	3.0%	625	7.3%	282	8.3%	1204	5.5%
School (6)	0	0.0%	48	0.6%	0	0.0%	48	0.2%
St. Joseph College (7)	0	0.0%	64	0.7%	0	0.0%	64	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	0	0.0%	17	0.2%	0	0.0%	17	0.1%
Corporate (10)	34	0.3%	204	2.4%	53	1.6%	291	1.3%
Reciprocal (11)	268	2.7%	250	2.9%	9	0.3%	527	2.4%
Total	9812		8597		3397		21806	
Total items borrowed by nonresidents	351	3.6%	562	6.5%	56	1.6%	969	4.4%

CIRCULATION BY ITEM FINE CODE
May 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	37	19	15	71
100 (1)	70	46	13	129
200 (2)	61	40	33	134
300 (3)	223	163	69	455
400 (4)	4	9	7	20
500 (5)	62	70	14	146
600 (6)	533	349	159	1041
700 (7)	205	135	66	406
800 (8)	32	35	13	80
900 (9)	170	146	42	358
B (10)	61	75	21	157
j000 (11)	29	9	2	40
j100 (12)	11	16	1	28
j200 (13)	20	15	0	35
j300 (14)	96	66	18	180
j400 (15)	5	20	3	28
j500 (16)	284	180	88	552
j600 (17)	152	120	35	307
j700 (18)	203	133	32	368
j800 (19)	135	14	3	152
j900 (20)	100	100	31	231
jB (21)	204	32	16	252
FIC (22)	1483	1326	655	3464
yaFIC (23)	76	75	27	178
LARGE PRINT (24)	54	78	14	146
jFIC (25)	421	444	122	987
jE (26)	1366	1211	511	3088
jER (27)	526	199	141	866
Magazines (28)	698	306	180	1184
Games/Toys (29)	0	3	0	3
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	1	1	1	3
jCassettes (33)	12	9	2	23
Compact Discs (34)	227	359	127	713
jCompact Discs (35)	13	7	1	21
Sound Recordings (36)	147	223	65	435
jSound Recordings (37)	136	67	20	223
CD ROM Software (38)	112	136	73	321
Vertical File (39)	57	36	1	94
Equipment (40)	0	1	0	1
yapFIC (41)	182	137	21	340
jpFIC (42)	420	318	88	826
Reference (43)	34	63	23	120
Genealogy (44)	0	0	0	0
jMagazines (45)	174	9	14	197
VHS (46)	777	1229	538	2544
Computer software (47)	0	0	0	0
Internet usage (49)	199	439	59	697

Textbooks (50)	2	0	0	2
Professional Collect.(51)	0	0	0	0
DVD (52)	52	109	56	217
Express books (53)	32	109		141
Free reads	261	536	101	898
Puzzles				0
Talking books		13		13
Assignment shelf books				0
TOTAL	10159	9235	3521	22915

Salary Ordinance 2001

Updated 5/31/01

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page	5.50/5.60/5.70	10	R	3/27/01	7/1,10/1	1,2,3
Woodruff, Cortny	Page	\$5.80	10	R	2/23/00		Resigned 6/

Cortny has left to take a job at St. Joseph's College. Lindsey has been a substitute page for us since March and will now take over Cortny's position.

We have examined and approved the changes in the salary ordinance. Dated June 11, 2001

Mari Anne Sayler

Simon Deardriff

Timothy M. Schuetz

John S. Szydlowski

Mike Fleming

Dee-Ann Egan

MEMORANDUM

Sexual Harassment Policy Public Forum Policy Library Credit Card Policy

Summary: No substantive changes are recommended to these policies. In keeping with recent board action changing the title "Assistant to the Director" to "Business Manager", references to Assistant to the Director in the Credit Card Policy will be changed.

Discussion: These policies were reviewed. All still work well for us as written.

Vote: To approve the Public Forum and Sexual Harassment Policies as written, and to approve the Credit Card Policy as written, except replacing references to "Assistant to the Director" with "Business Manager."

Technology Plan 2000 Progress Report

Automated system (Galaxy): 1) Evaluate need for Galaxy dial-in ports; 2) Replace dumb terminals with PC's as needed; 3) Study need to migrate to new system or remain with present automated system:

First two tasks not necessary, since we decided to migrate to a new automated system.

Upgrade homepage design: **Homepage updated.**

Determine whether additional software is needed to allow web (remote from home or office) access to local networked databases: **We are not able to offer access to our CD-ROM databases. Vendors are providing patrons with remote access to the online databases to which we subscribe.**

Committee review of CD-ROM software and online resources for purchase/access: **Ongoing.**

Purchase monitoring/metering software: **Done**

Track usage of CD-ROM software and online resources: **We are doing this.**

Evaluate information delivery methods: **Ongoing**

Consider conversion to OCLC cataloging: **Not financially feasible at this time.**

Research and evaluate satellite equipment: **Did not do this.**

Determine appropriate minimum cabling standards: **Done**

Review and select equipment vendors and consultant/repair services: **Done**

Review PC usage patterns: Not done

Provide additional or upgraded staff and public computers as needed: **Done**

Evaluate /upgrade application software for staff and patron pc's, purchasing application upgrades where needed: **Done**

Review technology staffing needs: **Done**

Identify support staff at each branch as well as system support staff at headquarters and provide adequate training: **Identified staff, provided troubleshooting manual and some training. Would like to provide more in-depth annual training in the future.**

Evaluate adequacy of in-house technical support: **Yes**

Provided training in office software applications for most staff: **Not for most staff. Most had training in 1999.**

Training session to update reference staff skills: **Yes**

All reference staff attend 1 workshop to update electronic reference skills: **Done**

Evaluate public workstation screens for patron ease of use; change if need exists: **Done**

Evaluate information technology signage and change if needed: **Done as needed**

Review and update OPAC instruction booklet: **Updated**

Review need for group OPAC instruction: **Not needed**

Review orientation to Internet and databases for patrons; offer monthly at each library: **No training sessions for databases; Internet training ongoing monthly at all libraries.**

Consider INCOLSA consortium pricing for databases if economically beneficial: **We do this regularly.**

Explore resource sharing applications with other libraries: **We look for ways to share. Share ideas, written procedures, etc. freely at Counterparts meetings and NICCL .**

Establish budget for 2001 technology: **Done**

Recommend alternate funding sources to board as they become available: **None noted at this time.**

Prepare and submit 3 grant applications: **Submitted 2 applications.**

Examine possibility of fee-based services: **No**

JCPL FINANCIAL STATEMENT

May 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$114,149.14	\$562,560.46	\$556,758.71	\$584,125.30	\$480,200.06
Includes Investments of: \$445,917.00						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$351.68	\$2,805.85	\$305.56	\$1,324.06	\$3,942.66
DeMotte	\$1,051.81	\$314.81	\$596.69	\$25.00	\$788.50	\$1,243.62
Rensselaer	\$3,736.82	\$36.87	\$2,199.16	\$280.56	\$375.56	\$1,913.22
Wheatfield	\$635.82	\$0.00	\$10.00	\$0.00	\$160.00	\$785.82
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$81.98	\$467.03	\$23,245.49
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$0.00	\$146,314.67	\$146,314.67	\$229,811.32
Includes Investments of: \$229,810.33						
Capital Projects Fund	\$163,889.20	\$0.00	\$16,260.00	\$55,648.97	\$56,643.47	\$204,272.67
Includes Investments of: \$204,272.67						
st/Hospitality Fund	\$0.00	\$0.00	\$1,070.00	\$0.00	\$1,070.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,277.66	\$29,644.53	\$6,277.66	\$29,644.53	\$0.00
FICA Tax Collected	\$0.00	\$4,572.31	\$21,933.38	\$4,572.31	\$21,933.38	\$0.00
State Tax Collected	\$1,740.67	\$1,949.54	\$9,422.51	\$2,025.93	\$9,707.77	\$2,025.93
County Tax Collected	\$468.08	\$538.10	\$2,589.33	\$560.58	\$2,681.83	\$560.58
Deferred Comp.	\$0.00	\$2,612.00	\$13,032.70	\$2,612.00	\$13,032.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,919.22	\$8,707.34	\$1,919.22	\$8,707.34	\$0.00
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$0.00	\$8,481.02	\$1,465.17	\$7,201.74	\$2,906.75
Credit Union	\$0.00	\$150.00	\$450.00	\$150.00	\$450.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$132,519.65	\$677,038.12	\$778,692.76	\$883,312.82	\$947,175.46

Bank Balances
Jasper County Public Library
Report as of: 05/31/2001

<i>Bank</i>		
1	Peoples State Bank	\$31,678.63
2	Demotte State Bank	\$12,041.34
3	Lafayette Bank & Trust-LIRF	\$23,245.49
4	Cash on Hand	\$210.00
5	Fifth-Third Bank CD#002-0585926115	\$150,000.00
6	Fifth-Third Bank CD#002-0585926131	\$180,000.00
7	Fifth-Third Bank CD#002-0585926158	\$300,000.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13	Rens.Bank'g Ctr. CD#400037210	\$150,000.00
14	Rens. Bank'g Ctr. CD#400037126	\$0.00
15	Rens. Bank'g Ctr. CD#400037128	\$0.00
16	Rens. Bank'g Ctr. CD#400037161	\$0.00
17	Rens. Bank'g Ctr. CD#400037160	\$100,000.00
<i>Total all banks =</i>		<i>\$947,175.46</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				<u>\$48,623.70</u>		CPF		<u>\$398.00</u>	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.07	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				<u>\$ 1,963.00</u>		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001		
				\$ 100,000.00		OPER			
				\$ 144,351.03		BIRF			
				<u>\$ 55,648.97</u>		CPF			
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001		

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	

05/31/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 05/01/2001 To 05/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$19,608.30	\$27,607.70	41.5
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$54,672.75	\$260,781.89	\$374,972.11	41.0
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,080.88	\$15,027.57	\$27,534.43	35.3
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,572.31	\$21,933.38	\$33,569.62	39.5
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$471.89	\$1,523.11	23.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$14,841.94	\$16,851.06	46.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$0.00	\$30,586.00	\$2,535.65	\$12,255.88	\$18,330.12	40.1
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$251.63	\$1,248.37	16.8
Subtotal	\$846,809.00		\$846,809.00	\$68,796.25	\$345,172.48	\$501,636.52	40.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$656.58	\$261.42	71.5
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$171.22	\$2,361.22	\$3,838.78	38.1
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$0.00	\$3,800.00	\$230.36	\$1,348.84	\$2,451.16	35.5
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$645.39	\$2,519.70	\$2,280.30	52.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$97.50	\$842.52	\$157.48	84.3
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$176.94	\$223.06	44.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$294.05	\$2,369.16	\$1,630.84	59.2
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$558.81	\$1,552.81	\$947.19	62.1
Subtotal	\$24,360.00	\$18.00	\$24,378.00	\$1,997.33	\$11,827.77	\$12,550.23	48.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$500.00	\$1,000.00	33.3
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$206.25	\$1,890.00	\$4,110.00	31.5
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$821.24	\$4,048.91	\$2,951.09	57.8
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$817.27	\$2,394.40	\$2,532.87	48.6
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$748.61	\$2,864.97	\$4,135.03	40.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$100.00	\$8,100.00	\$354.29	\$4,921.68	\$3,178.32	60.8
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$682.40	\$2,901.14	\$5,098.86	36.3
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$465.94	\$1,034.06	31.1
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$55.00	\$195.00	22.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$10,635.00	\$365.00	96.7
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$634.26	\$17,285.22	\$8,714.78	66.5
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$1,862.58	\$14,673.96	\$31,326.04	31.9
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$388.35	\$561.65	40.9
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$226.71	\$972.30	\$1,427.70	40.5
3.61 BUILDING & STRUCTURES	\$48,000.00	\$1,119.68	\$49,119.68	\$3,471.92	\$12,153.02	\$36,966.66	24.7
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$159.62	\$5,840.38	2.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$256.75	\$23.25	91.7
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,213.03	\$386.97	85.1
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$1,780.11	\$24,516.81	\$29,090.69	45.7
Subtotal	\$279,195.00	\$20,470.95	\$299,665.95	\$11,675.44	\$108,901.99	\$190,763.96	36.3
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$239.00	\$44,664.00	\$555.95	\$4,357.47	\$40,306.53	9.8
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$13,311.75	\$51,658.43	\$101,947.02	33.6
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$15,307.59	\$17,182.84	\$6,817.16	71.6
4.53 NONPRINTED MATERIALS	\$60,000.00	\$46.95	\$60,046.95	\$2,504.83	\$23,459.48	\$36,587.47	39.1
Subtotal	\$278,425.00	\$3,891.40	\$282,316.40	\$31,680.12	\$96,658.22	\$185,658.18	34.2
Grand Total	\$1,428,789.00	\$24,380.35	\$1,453,169.35	\$114,149.14	\$562,560.46	\$890,608.89	38.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program

Register of Claims
Jasper County Public Library

Report Date: From 05/01/2001 To 05/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	364	PAYROLL	05/10/2001	PAYROLL	\$30,311.95
19911	365	ALIAC	05/10/2001	Deferred Compensation Contributions	\$1,306.00
19912	366	ANTHEM BLUE CROSS AND B	05/10/2001	May Health Premium-13 Employees	\$4,357.22
19913	367	LA-PORTER FEDERAL CREDIT	05/10/2001	Withheld from Payroll 10 MAY '01	\$75.00
19914	368	NORTHWESTERN INDIANA TE	05/10/2001	Telephone Service DeMotte	\$26.07
19915	369	SPRINT	05/10/2001	Local Telephone Service May 2001-Rens & Datalines	\$1,259.02
19916	370	SPRINT	05/10/2001	Long Distance Service APR '01-Dem & Wheat	\$45.41
19917	371	TOWN OF DEMOTTE	05/10/2001	Sewer Service- DeMotte	\$47.86
19918	372	TOWN OF WHEATFIELD SEW	05/10/2001	Sewer Service May '01-Wheatfield	\$41.05
0	373	INDIANA DEPARTMENT OF RE	05/07/2001	State & County Taxes Withheld APR '01	\$2,487.64
0	374	INTERNAL REVENUE SERVIC	05/07/2001	EFT-FICA & FED Taxes Withheld 10 MAY '01	\$7,511.81
19919	375	ACE HARDWARE	05/14/2001	Cleaning supplies,insect spary	\$37.20
19920	376	AMBER WHITED	05/14/2001	ILF Mileage and expenses 4/10/01	\$89.30
19921	377	AMERICAN LIBRARY ASSN	05/14/2001	Shirt and Dewey poster	\$34.00
19922	378	ANNE-MARIE EGAN	05/14/2001	DeMotte Board Mtg- Mileage	\$15.18
19923	379	AVC CORPORATION	05/14/2001	Financial Computer Service Agreement APR & MAY '01	\$198.00
19924	380	BAKER & TAYLOR	05/14/2001	Books, Continuations,AV Material	\$9,041.41
19925	381	BARNES & NOBLE	05/14/2001	BooksAcct No. 6253249	\$226.61
19926	382	BESTBUYBIZ	05/14/2001	CD's and CD-Rom's	\$337.81
19927	383	BETHANY HOUSE PUBLISHER	05/14/2001	Books	\$45.77
19928	384	CAMPBELL PRINTING COMPA	05/14/2001	Fine Notice Labels	\$217.40
19929	385	CENTER POINT PUBLISHING	05/14/2001	Large Print Books	\$191.27
19930	386	CHRIS OLIVER	05/14/2001	Repairs to Book Drop shelf and Circulation Desk remodeling-Wheat	\$42.40
19931	387	CONDE NAST COLLECTION	05/14/2001	Books	\$26.45
19932	388	CONGRESSIONAL QUARTERL	05/14/2001	CQ Researcher Subscription-Rens	\$500.00
19933	389	CULLIGAN	05/14/2001	Water Cooler Rental May '01 -Wheat	\$9.95
19934	390	DARYL'S PASTRY SHOP	05/14/2001	Management Mtg. Supplies 4/12/01	\$5.40
19935	391	DAVIDSON TITLES INC.	05/14/2001	Books	\$718.92
19936	392	DEMCO	05/14/2001	Posters,Labels,Laminate,Audio, DVD & Cassette Cases, Book PocketsConst.Paper & Shelf	\$1,210.83
19937	393	DIANA KOOY	05/14/2001	Mileage-Management Mtg.,Deposits, Database Mtg.	\$36.57
19938	394	DIANE KROS	05/14/2001	Mileage-Storytime, Deposit, Management	\$45.89
19939	395	EDUCATORS PROGRESS SER	05/14/2001	Continuation	\$44.90
19940	396	EVA CORPORATION	05/14/2001	Magazine Subscription	\$13,967.70
19941	397	FASE'S WATER TREATMENT	05/14/2001	Redout for Softener	\$45.00
19942	398	GA FOODS GROUP	05/14/2001	Management Mtg. Supplies	\$5.07
19943	399	GAIL JUNG	05/14/2001	Mileage-Management Mtg. & Board Mtg.	\$22.77
19944	400	GALE GROUP	05/14/2001	Continuations & Books	\$941.11
19945	401	GARNER ROOFING, INC	05/14/2001	Snow Removal & Sidewalks-2/22,2/24,3/5,3/17;Rens	\$191.25
19946	402	GAYLORD BROS.	05/14/2001	Sign Holder & Engraved Inserts	\$130.81
19947	403	GLENDA BROWN	05/14/2001	Mileage-Reference Counterparts	\$27.60
19948	404	GROLIER EDUCATIONAL COR	05/14/2001	Books & Continuations	\$380.44
19949	405	GTI	05/14/2001	Labels	\$558.81
19950	406	H. W. WILSON COMPANY	05/14/2001	Readers Guide Print Subcription	\$292.00
19951	407	HERITAGE OFFICE PRODUCT	05/14/2001	Trimmer ,UPS Charges	\$34.75
19952	408	HERITAGE QUEST	05/14/2001	INDIANA 1910 US Federal Census Index	\$35.96
19953	409	HP PRODUCTS CORP.	05/14/2001	Vandalism remover,Paper Towels,glass cleaner,T.P.,deodorizers,M-Folds	\$614.17

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
19954	410	INCOLSA	05/14/2001	Internet Filtering Video	\$30.00
19955	411	INGRAM	05/14/2001	Books	\$64.66
19956	412	INSPIRATIONAL BOOK DISTRI	05/14/2001	Books	\$158.97
19957	413	INDIANA VISUAL & AUDIO NET	05/14/2001	Replacement tape- The Shipping, News	\$22.00
19958	414	J B'S LOCK & KEY SERVICE	05/14/2001	Repairs to Lounge Room Door-Dem	\$75.00
19959	415	JACK STANDISH	05/14/2001	Materials & Labor to make Oak Shelving for Rens.	\$147.06
19960	416	JENNIFER L. EVERS	05/14/2001	Mileage-Set up training computer	\$15.18
19961	417	KENT ADHESIVE PRODUCTS	05/14/2001	Scissors	\$55.94
19962	418	KATHRYN B. WEED	05/14/2001	Volunteer Conference Fee & Mileage	\$115.73
19963	419	LISA RUSHER	05/14/2001	ILF Expense & Management Mtg. Supply	\$5.69
19964	420	LYNN DAUGHERTY	05/14/2001	ILF Expenses, INCOLSA Workshop, Refrigerator;Rens,Mileage	\$319.24
19965	421	MARY MOLENAAR	05/14/2001	ILF Expense 4/10/01	\$6.67
19966	422	MBNA AMERICA BUSINESS C	05/14/2001	Printmaster Gold CD-Rom	\$147.95
19967	423	MBNA AMERICA BUSINESS C	05/14/2001	Drury Inn;ILF 4/10/01-Daugherty	\$66.77
19968	424	MIDWEST TAPE	05/14/2001	Video	\$12.59
19969	425	ON CUE #6106	05/14/2001	Video's & CD Rom's	\$157.16
19970	426	OOMS DISPOSAL SERVICE IN	05/14/2001	Trash Removal Service-4/1 -6/30/01;DeMotte	\$56.50
19971	427	PATTY STRINGFELLOW	05/14/2001	ILF Expenses 4/11/01	\$133.21
19972	428	PEGGY WOODS	05/14/2001	ILF Expense 4/11/01	\$12.02
19973	429	POSTMASTER GENERAL	05/14/2001	Postage	\$790.00
19974	430	PRECISION CONTROL SYSTE	05/14/2001	Repairs to air flow;Rens-Repairs to valves;Demotte	\$1,719.97
19975	431	PUBLISHING SALES CONSULT	05/14/2001	Books	\$178.20
19976	432	QUILL	05/14/2001	Page up Copy Holder,Paper,Dots,Notepads,Hi-liters,ink cartridges,mouse,kleenex,calculator,keyboard	\$371.26
19977	433	REBECCA GIBSON	05/14/2001	ILF Expense 4/11/01;mileage-management & INCOLSA workshop	\$107.74
19978	434	RECORDED BOOKS, LLC	05/14/2001	Audio Books	\$487.20
19979	435	REGENT BOOK CO., INC.	05/14/2001	Continuation Books	\$11.46
19980	436	RELIABLE EXTERMINATORS, I	05/14/2001	Spray for Ants & Spiders-Rens	\$75.00
19981	437	PBS	05/14/2001	Videos	\$158.10
19982	438	RENSSELAER REPUBLICAN	05/14/2001	Annual Subscription-Demotte	\$106.25
19983	439	POWERKIDS PRESS	05/14/2001	Books	\$159.95
19984	440	RUSSELL R. SESSIONS	05/14/2001	Snow Removal @ DeMotte	\$230.00
19985	441	SECURITY COURIERS CORP.	05/14/2001	Transport between branches	\$1,161.18
19986	442	STANLEY STEEMER	05/14/2001	Carpet Cleaning Childrens area from Ice Damming- DeMotte	\$967.80
19987	443	THE TIMES-	05/14/2001	Annual Newspaper Subscription-Wheatfield	\$199.20
19988	444	TIMESTEP PLAYERS	05/14/2001	Summer Reading Program-DeMotte 6/5/01	\$206.25
19989	445	TERRY J. FERRELL	05/14/2001	Snow removal Wheatfield	\$40.00
19990	446	TOM KROOSWYK PLMBG, HT	05/14/2001	Repairs to Staff Lounge Toilet	\$79.50
19991	447	TRUGREEN	05/14/2001	Spray applied to Crab Apple trees	\$51.00
19992	448	TYSEN'S COUNTRY GROCER	05/14/2001	Supplies for Dem. Childrens prog. & adult book discussion,film & cleaning supplies	\$189.93
19993	449	TYSEN'S FAMILY FOOD CENT	05/14/2001	Childrens & Adult program supplies	\$6.95
19994	450	UNIQUE MANAGEMENT SERVI	05/14/2001	Initial & Secondary Placements	\$420.93
19995	451	VICKIE STUBBLEFIELD	05/14/2001	Mileage & expenses @ ILF 4/11/01	\$99.18
19996	452	WAL-MART COMMUNITY BRC	05/14/2001	Video's,film developing,gift basket supplies,craft supplies,poster frame	\$298.44
19997	453	WALL STREET JOURNAL	05/14/2001	2 year subscription-Wheatfield	\$299.00
19998	454	WORLD BOOK SCHOOL AND L	05/14/2001	Books	\$819.00
19999	455	FRIENDS OF THE DEMOTTE LI	05/14/2001	Reimbursement for credit to Fase's Water Treatment	\$52.50
20000	456	NADSC	05/14/2001	Annual Subscription;R, D & W	\$153.00
20001	457	JASPER COUNTY PUBLIC LIB	05/11/2001	Purchase 60 day CD	\$150,000.00
20002	458	JASPER COUNTY PUBLIC LIB	05/11/2001	Purchase 91 day CD -Matures 8/10/01	\$180,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20003	459	JASPER COUNTY PUBLIC LIB	05/11/2001	Purchase 121 day CD - Mature date 9/09/01	\$300,000.00
0	460	PAYROLL	05/25/2001	PAYROLL	\$31,376.34
20004	461	ALIAC	05/25/2001	Deferred Compensation Contributions	\$1,306.00
20005	462	ANTHEM LIFE	05/25/2001	May Premium-21 Employees	\$97.65
20006	463	CITY OF RENSSELAER	05/25/2001	Rensselaer Utilities-4/10/01- 5/08/01	\$1,956.48
20007	464	INCOLSA	05/25/2001	Introduction to Excel 97-7/19/01	\$35.00
20008	465	LA-PORTER FEDERAL CREDIT	05/25/2001	Withheld from Payroll May 25, 2001	\$75.00
20009	466	NIPSCO	05/25/2001	Wheatfield Utilites-4/10/01- 5/11/01	\$681.51
20010	467	SPRINT	05/25/2001	Local Phone-Wheatfield May '01	\$173.14
0	468	INTERNAL REVENUE SERVIC	05/25/2001	EFT-FICA & FED Tax Withheld 25 MAY '01	\$7,910.47
20011	469	GARY PUBLIC LIBRARY	05/25/2001	NILBA Dinner	\$75.00
19808	470	NIPSCO	05/24/2001	Check lost-never received. VOIDED CHECK & A/P #255- Issued Stop Payment 5/23/01.	(\$3,706.54)
20012	471	NIPSCO	05/24/2001	DeMotte Utilities (2/16-3/19/01) Re-Issued check for Acct #112-701-003-5	\$3,706.54
Total Amount of Claims					\$762,519.65

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, May 31, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$762,519.65

Date this 11th day of June, 20 01.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

May 31, 2001

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,106.90	\$11,523.36
DeMotte	\$880.10	\$4,593.85		
Rensselaer	\$875.48	\$4,703.49		
Wheatfield	\$351.32	\$2,226.02		
PHOTOCOPIES:			\$540.26	\$3,206.94
DeMotte	\$222.46	\$1,544.76		
Rensselaer	\$238.65	\$1,261.23		
Wheatfield	\$79.15	\$400.95		
CARDS:			\$88.00	\$478.00
DeMotte	\$30.00	\$176.00		
Rensselaer	\$28.00	\$218.00		
Wheatfield	\$30.00	\$84.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$342.24	\$9,585.03
Checking/Repurchase/Savings	\$342.24	\$3,001.05		
CD's & Investments	\$0.00	\$6,583.98		
TAXES:			\$553,452.80	\$553,452.80
Property Tax	\$278,680.80	\$278,680.80		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$247,950.50	\$247,950.50		
Local Option/Property Tax Repl.	\$26,821.50	\$26,821.50		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$228.51	\$5,879.17
Insurance	\$0.00	\$4,438.52		
Rebates	\$100.00	\$100.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$5.17	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$61.34	\$349.21		
COBRA(Anthem Ins)Reimburseme	\$0.00	\$627.42		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment Sale	\$62.00	\$62.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$556,758.71	\$584,125.30
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$305.56	\$1,324.06
DeMotte	\$25.00	\$788.50		
Rensselaer	\$280.56	\$375.56		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$81.98	\$467.03
BOND & INTEREST REDEMPTION FUND			\$146,314.67	\$146,314.67
Property Tax	\$146,314.67	\$146,314.67		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$55,648.97	\$56,643.47
Interest Earned	\$0.00	\$994.50		
Property Tax	\$55,648.97	\$55,648.97		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$1,070.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$759,109.89	\$789,944.53
			TOTAL RECEIPTS	TOTAL RECEIPTS

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
			\$19,582.87	\$93,368.29
FIT Tax Collected	\$6,277.66	\$29,644.53		
FICA Collected	\$4,572.31	\$21,933.38		
State Tax Collected	\$2,025.93	\$9,707.77		
County Tax Collected	\$560.58	\$2,681.83		
Deferred Comp Plan	\$2,612.00	\$13,032.70		
#125 Pre-tax Plan	\$1,919.22	\$8,707.34		
Life/Health Insurance	\$0.00	\$9.00		
PERF	\$1,465.17	\$7,201.74		
Credit Union	\$150.00	\$450.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$778,692.76	\$883,312.82

Register of Claims
Jasper County Public Library

Report Date: From 06/01/2001 To 06/12/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	472	DEMOTTE STATE BANK	06/04/2001	Bank Debit of 5/1/01-Deposit slips	\$22.50
0	473	PAYROLL	06/10/2001	PAYROLL	\$31,222.69
20013	474	ALIAC	06/10/2001	Deferred Compensation Contributions	\$1,276.00
20014	475	ANTHEM BLUE CROSS AND B	06/10/2001	June Health Premium-13 Employees	\$4,357.22
1024	476	JASPER COUNTY PUBLIC LIB	06/08/2001	Bank Transfer to Peoples State Bank to Pay Bills	\$11,200.00
20015	477	LA-PORTER FEDERAL CREDIT	06/10/2001	Withheld from Payroll 10 JUN 01	\$75.00
20016	478	NIPSCO	06/10/2001	DeMotte Utilities 4/16 - 5/17/01	\$2,707.84
20017	479	TOWN OF DEMOTTE	06/10/2001	DeMotte Sewer Service-April '01	\$50.26
20018	480	TOWN OF WHEATFIELD SEW	06/10/2001	Wheatfield Sewer Service- JUN '01	\$41.05
20019	481	ACE HARDWARE	06/11/2001	Broom, Nuts & Bolts for Ch. Craft	\$25.06
20020	482	AEC ONE STOP GROUP, INC.	06/11/2001	Music Cd's	\$203.68
20021	483	ALCO DISCOUNT STORE #290	06/11/2001	Summer Rdg & Crafts @ DeM.	\$21.70
20022	484	ASAE	06/11/2001	Children Books & AV	\$130.13
20023	485	ASI SIGN SYSTEMS	06/11/2001	Replace DeM. Restroom sign, New signage @ DeM. & Rens.	\$647.50
20024	486	AVC CORPORATION	06/11/2001	June Service Contract/Financial Comp.	\$99.00
20025	487	BAKER & TAYLOR	06/11/2001	Books, AV, Gift Books, Automatically Yours	\$6,292.03
20026	488	BANK ONE TRUST COMPANY,	06/11/2001	June Bond Interest Pymt.	\$70,537.50
20027	489	BELL & HOWELL	06/11/2001	Qtly Microfilm of RR	\$73.21
20028	490	BOWKER	06/11/2001	BIP Supplement	\$303.93
20029	491	CENTER POINT PUBLISHING	06/11/2001	Large Print Bks	\$22.63
20030	492	CHARLOTTE FAGEN	06/11/2001	Camera Case, book, nametags, craft, workshop	\$94.47
20031	493	CHILD'S WORLD	06/11/2001	Toddler books	\$388.70
20032	494	COLUMBIA UNIVERSITY PRES	06/11/2001	Online Subscription-Granger's Poetry	\$545.00
20033	495	CULLIGAN	06/11/2001	June Water Cooler Rental & Water	\$44.60
20034	496	DAVIDSON TITLES INC.	06/11/2001	Books	\$20.28
20035	497	DIANA KOOY	06/11/2001	Mileage	\$47.26
20036	498	DIANE KROS	06/11/2001	Storytime, Bk Salesman, Workshop Mileage	\$38.51
20037	499	ELTON HUMMEL	06/11/2001	Steven's Puppets Presentation-D,W,R	\$675.00
20038	500	EVA CORPORATION	06/11/2001	Magazine Subscriptions-New & Renewals	\$177.65
20039	501	GA FOODS GROUP	06/11/2001	Library Program supplies	\$13.46
20040	502	GALE GROUP	06/11/2001	Information Plus standing orders, Newmaker, Something about the Author	\$1,164.86
20041	503	GAYLORD BROS.	06/11/2001	Qtly. Galaxy Hardware/Software Mtnce & Marc Subsc.	\$4,287.50
20042	504	GROLIER EDUCATIONAL COR	06/11/2001	Book of Knowledge., Amer. Scenes-Lives & Events, Amazing Animals Sets	\$1,487.18
20043	505	GTI	06/11/2001	Patron Cards	\$1,696.58
20044	506	HERITAGE OFFICE PRODUCT	06/11/2001	Mita Serv. Contract, labels	\$655.66
20045	507	HP PRODUCTS CORP.	06/11/2001	Hand soap, carpet extraction cleaner	\$80.81
20046	508	INGRAM	06/11/2001	Paperback books	\$53.84
20047	509	INSPIRATIONAL BOOK DISTRI	06/11/2001	Christian Books	\$89.34
20048	510	JACKIE SAXON	06/11/2001	Meeting expenses, mileage	\$124.77
20049	511	JENNIFER L. EVERS	06/11/2001	OVGTSL Mileage & Expenses	\$259.45
20050	512	JOSEPH H. SPILLER	06/11/2001	Magic Show-Summer Reading Program 6/26/01	\$250.00
20051	513	JUNGLE JOHN	06/11/2001	Silly Safari Summer Reading Program 7/5/01	\$400.00
20052	514	KATHRYN B. WEED	06/11/2001	Volunteer Workshop mileage	\$37.95
20053	515	KEITH EVANS	06/11/2001	Summer Reading Programs 6/19 & 6/20/01	\$225.00
20054	516	KOEN BOOK DISTRIBUTORS, I	06/11/2001	Books	\$806.39
20055	517	KONE, INC.	06/11/2001	Elevator repairs	\$391.63

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20056	518	LIBRARIES UNLIMITED	06/11/2001	Technical Serv. Books	\$72.57
20057	519	LYNN DAUGHERTY	06/11/2001	DEMOTTE PETTY CASH	\$22.64
20058	520	LYNN DAUGHERTY	06/11/2001	Mileage & Budget Workshop expenses	\$144.85
20059	521	MANUFACTURERS' NEWS, IN	06/11/2001	Indiana Mfg Directories	\$124.95
20060	522	MBNA AMERICA BUSINESS C	06/11/2001	Print Artist CD-Roms	\$359.65
20061	523	METAL EDGE, INC.	06/11/2001	Archival materials	\$243.36
20062	524	MIDWEST TAPE	06/11/2001	Videos/DVD's	\$186.80
20063	525	M W INSURANCE AGENCY	06/11/2001	Worker's Comp Policy	\$402.00
20064	526	NORTHWESTERN INDIANA TE	06/11/2001	Jun'01 Telephone Service @ DeM.	\$26.07
20065	527	PATTY STRINGFELLOW	06/11/2001	Mileage-Radio Show, Budget Mtg. Mgmt Institute	\$92.12
20066	528	PETER KEEGAN, M.D.	06/11/2001	Video	\$28.00
20067	529	POST TRIBUNE	06/11/2001	Newspaper Subscription 6/8/01-02	\$156.00
20068	530	PRECISION CONTROL SYSTE	06/11/2001	Qtly Mtnc 9/99 thru 12/00; Ceiling Leak, water sample-DeM. Repairs	\$5,796.50
20069	531	QUILL	06/11/2001	Stacking Chairs (Whtfld), Inkjet cartridges, CD-Wallets, markers, labeler tape	\$1,787.70
20070	532	REBECCA GIBSON	06/11/2001	Program Supplies, packing materials, UPS	\$37.29
20071	533	RECORDED BOOKS, LLC	06/11/2001	Books on tape	\$385.60
20072	534	REGENT BOOK CO., INC.	06/11/2001	BH&G books	\$11.46
20073	535	SECURITY COURIERS CORP.	06/11/2001	Transport b/w branches-5/4-5/15/01	\$939.60
20074	536	SHEILA MAXWELL	06/11/2001	Meeting Expenses & Mileage	\$183.36
20075	537	SIMPLEX TIME RECORDER C	06/11/2001	Fire Alarm System Battery @ DeM.	\$135.60
20076	538	SPRINT	06/11/2001	Telephone - Long Distance carrier-May'01	\$51.96
20077	539	TALLY SYSTEMS	06/11/2001	Centameter Support - 6/5/01-12/5/01	\$350.00
20078	540	THINK TANK INFORMATION S	06/11/2001	Big Block -60 hrs+6 hrs	\$7,080.00
20079	541	THOMAS T. BEELER, PUBLISH	06/11/2001	Large Print Books	\$126.05
20080	542	TIMESTEP PLAYERS	06/11/2001	Amazing Stories Program-Summer Reading	\$375.00
20081	543	TYSEN'S COUNTRY GROCER	06/11/2001	Adult bk. Discussion @ DeM.	\$6.99
20082	544	UNIQUE BOOKS, INC.	06/11/2001	Books	\$634.40
20083	545	UTICA NATIONAL INSURANCE	06/11/2001	Refund unused amount on insurance claim #465226	\$1,671.26
20084	546	WALGREEN'S	06/11/2001	Batteries, Photos	\$26.37
20085	547	WAL-MART COMMUNITY BRC	06/11/2001	craft items, videos, cd's, software, poster frame, summer rdg. Prize bks, etc	\$867.00
20086	548	WICK'S AIR FILTER SERVICE,	06/11/2001	Air Filters-DeM & Rens. Lib.	\$551.76
20087	549	HOOVER'S, INC.-EWS	06/11/2001	OnLine License- 5/7/01-02	\$995.00
0	550	INTERNAL REVENUE SERVIC	06/11/2001	FED & FICA Tax Withheld 10 JUN 01	\$7,810.80

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$175,047.53

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 05, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$175,047.53

Date this 11th day of June, 2000.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JULY

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, July 9, 2001, 7:00 PM
Rensselaer Library Meeting Room**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy review/revisions (R 33)

General Business

- | | |
|--|------------|
| A. Anne-Marie Egan: Oath of office (R 29) | Action |
| B. DeMotte lighting changes (R 29-R30) | Action |
| C. Expanded library hours (R 9-11) | Action |
| D. DeMotte Wireless Internet Connection (R 25, R 31) | Discussion |
| E. Approval of 2002 budget for advertising (R 15-23) | Action |
| F. Rensselaer trees (R 27) | Discussion |

Director's Report (R29-33)

Discussion

Items for future Agendas

Public Forum

Adjournment

MinutesJune 11, 2001

Meeting of the Jasper County Public Library Board

7:00 PM

Rensselaer Library

Present: Anne-Marie Egan, Sue Deardorff, Mike Crawford, Mark Heinig III, Mari Anne Sayler, Tim Schultz, Lynn Daugherty. **Absent:** Joan Floyd.

Agenda/Consent Agenda: Permission for Kathryn Weed to attend an Indiana Historical Society workshop on Historic Preservation was added to the Consent Agenda. On a motion by T. Schultz, seconded by M. Crawford, the Consent Agenda and Agenda items including, May Minutes, Financial Reports, Workshop Request, Salary Ordinance changes and Credit Card Policy revision were approved unanimously.

Automated System Installation and Training: On a motion by M. Heinig, seconded by S. Deardorff, the board approved closing all libraries on Monday and Tuesday, August 20 and 21 for training on the new TLC automated system. On Wednesday and Thursday, only DeMotte would reopen while other staff are trained. On Friday all three libraries will open.

The Board asked that the public be notified of the closings in as many venues as possible.

DeMotte Library HVAC Project: The Director reported that quotes on the HVAC project had been received, and the application for the PFEELP Loan had been made. KV Electric will replace ballasts and fluorescent lights and install bathroom motion detectors. Precision Controls will do a portion of the mechanical work. Negotiations are still ongoing concerning replacement of the boiler.

Milroy Documents: The Board encouraged the staff to get expert advice concerning the preservation of the Milroy documents and artifacts.

KV Superintendents Visit: A-M Egan, T. Schultz, S. Deardorff and L. Daugherty met with Co-Superintendents Laura Hendrick and Iran Floyd. Points agreed upon during the meeting are

- The close physical proximity and close cooperation between DeMotte school and library and of Wheatfield school and library is beneficial and should be preserved
- If a feasibility study indicates that the Wheatfield Library expansion can adequately occur on the Wheatfield School parking lot, while providing an adequate number of parking places for school staff, the superintendents will be glad to take the proposal to the school board for their approval
- Since Wheatfield Library's water comes from the Wheatfield Elementary School, the school will try to remember to notify us before water is turned off.
- The KVSC is responsible for maintenance of the east parking lot at the DeMotte Library

- It is crucial that the DeMotte Library be connected to the DeMotte School wireless Internet system as quickly as possible. The library will pay all expenses to connect to the school's existing system (when it is installed). The school will determine whether the library should be assessed fees for this connection.

Technology Progress Report: The board felt the progress report was useful.

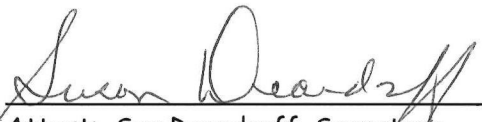
Library Use Surveys: L. Daugherty reviewed for the board the results of the library user surveys conducted by each library and the nonuser survey conducted by mail. Users at all libraries noted a desire for more books on tape and books on CD. At all libraries, they felt the book, magazine and newspaper collections were above average.

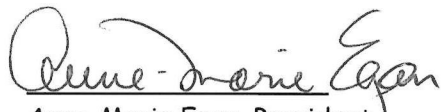
At DeMotte and Wheatfield well above 85% felt the hours were very satisfactory, although a minority would prefer more evening hours. At Rensselaer 78% felt the hours were very satisfactory. Six percent called for Sunday hours. Others called for more evening hours. A discussion of Sunday hours followed. The consensus seemed to be that the library cannot afford the additional hours at this time, without a serious reduction in some other area such as the purchase of materials or the offering of programs.

Between 30% and 50% felt they would very likely, or at least possibly, use e-books if these were offered. A much smaller number could see the possibility of using technology designed for the visually- or hearing-impaired. L. Daugherty explained that staff has decided against recommending the purchase of e-books and e-book readers at this time, since the technology has not yet become standardized. We do not want to be in the position of investing in the e-book equivalent of Beta technology, only to have VHS become the standard.

CIPA regulations: L. Daugherty announced the receipt of a form from the State Library, requiring us to indicate the actions we have taken to be in compliance with the requirements of CIPA (Children's Internet Protection Act). She noted that we have held a board meeting with a circulated board agenda citing the topic. We have also had at least one staff meeting with a circulated staff meeting agenda where CIPA compliance was cited as a topic. Compliance will allow us to receive the T-1 line furnished by the State of Indiana, partially funded by e-rate discounts.

With no other business to discuss, the meeting adjourned at 8:25 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

June 2001

[illegible]

Fiction	60	5	2,567	72	0	2,730	51	71	895	6,192
Nonfiction	76	51	1,728	93	315	1,105	42	40	542	3,375

Fiction	88	26	4,649	65	8	3,782	84	22	1,683	10,114
Nonfiction	100	3	1,367	46	0	1,435	56	104	288	3,090

Magazines,Adult	732	422	223	1,377
Magazines, Child	211	150	34	395
Graphic Mat'l	0	7	0	7
Internet Use	205	532	77	814
Microforms				0

Sound Rec/Adult	8	5	441	25	0	645	5	0	255	1,341
Sound Rec/Child	1	0	223	0	1	196	0	0	38	457
Online Databases										
CD ROM software	15	0	155	2	0	162	2	0	117	434
Software										
Vertical Files	51	53	47	0	214	152	1	41	1	200
VHS/DVD	9	0	1,147	16	0	1,650	12	1	723	3,520
Equipment			0			0			0	0
TOTAL	408	143	13,472	319	538	12,968	253	279	4,876	31,316

[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	50,252	58,693	26,443
Percent Increase/Decrease	2.4%	8.6%	2.2%

[illegible]

MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	29,870	31,316	4.8%
Jan. to date circulation	146,309	154,340	5.5%

$$\frac{\pi}{\omega}$$

CIRCULATION BY ITEM FINE CODE
June 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	43	30	14	87
100 (1)	60	51	13	124
200 (2)	62	26	16	104
300 (3)	182	112	60	354
400 (4)	6	26	5	37
500 (5)	70	57	21	148
600 (6)	594	349	242	1185
700 (7)	371	157	61	589
800 (8)	34	25	19	78
900 (9)	188	120	48	356
B (10)	66	85	27	178
j000 (11)	11	8	10	29
j100 (12)	20	26	5	51
j200 (13)	16	15	5	36
j300 (14)	107	115	33	255
j400 (15)	23	50	2	75
j500 (16)	291	347	83	721
j600 (17)	201	189	43	433
j700 (18)	276	226	55	557
j800 (19)	110	168	13	291
j900 (20)	116	103	24	243
jB (21)	196	188	15	399
FIC (22)	1679	1569	670	3918
yaFIC (23)	91	232	99	422
LARGE PRINT (24)	72	70	21	163
jFIC (25)	718	882	204	1804
jE (26)	2219	1862	878	4959
jER (27)	1018	337	384	1739
Magazines (28)	732	422	223	1377
Games/Toys (29)	0	7	0	7
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	1	1	0	2
jCassettes (33)	20	18	4	42
Compact Discs (34)	241	387	182	810
jCompact Discs (35)	16	7	2	25
Sound Recordings (36)	199	257	73	529
jSound Recordings (37)	187	171	32	390
CD ROM Software (38)	155	162	117	434
Vertical File (39)	47	152	1	200
Equipment (40)	0	0	0	0
yapFIC (41)	237	230	53	520
jpFIC (42)	694	701	217	1612
Reference (43)	48	67	16	131
Genealogy (44)	0	0	0	0
jMagazines (45)	211	150	34	395
VHS (46)	1083	1542	662	3287
Computer software (47)	0	0	0	0
Internet usage (49)	205	532	77	814
Textbooks (50)	4	0	0	4
Professional Collect.(51)	0	0	0	0
DVD (52)	0	0	0	0

Express books (53)	42	142	0	184
Free reads	446	487	52	985
Puzzles				0
Talking books				0
Assignment shelf books				0
TOTAL	13472	12968	4876	31316

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS	
	Hrs.		Hrs.		Hrs.		SPENT	
INTRALIBRARY LOANS FILLED	155	34	172	37	232	50	559	121
LOCAL HISTORY								
In person	0	0	20	6		0	20	6
Letters written	5	5	13	13		0	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	16	1	23	2	14	1	53	4
VCR Use	0	0	0	0	0	0	0	0
Microforms	13	2	23	3		0	36	5
CD ROM/Online databases used	38	3	133	11	13	1	332	28
Typewriter use	0	0	0	0	2	0	2	0
Other equipment used	9	3	1	0	0	0	10	3
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	35	23	0	0	36	24
Notarized documents	4	1	0	0	2	1	6	2
Meeting Room Use (no. of groups)	22	7	20	7	11	4	53	18
Study room use	17	1	7	1	0	0	24	2
INTERLIBRARY LOANS								
Requests made for:	41	10	104	26	19	5	164	41
Items rec'd for:	46	23	65	33	15	8	126	63
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Borrowers--Start of month:	7341	7618	3013	17972
Borrowers--End of month:	7432	7707	3062	18201
Non-resident, paying	1	9	0	10
PLAC card users	0	1	0	1
Reciprocal borrowers	198	120	10	328

PROGRAMS

Programs for all ages	0	1	6	1	6	2	12	
Children's Programs (0-13)	17	102	15	90	6	36	38	228
Number attending	696		816		300		1812	
YA Programs (14-17)	5	30	3	18	0	0	8	48
Number attending	99		45				144	
Adult Programs	1	6	6	36	1	6	8	48
Number attending	25		137		17		179	
Senior Citizen Programs	0	0	7	42		0	7	42
Number attending	0		83		4		87	
Total Number of Programs	23	138	32	192	8	48	63	378
Total Persons Attending	820		1081		321		2222	
Total Attending Same Month Last Yr.	949		895		356		2200	
Total Staff Hours Spent		229		353		117		712
Hours Spent Same Month last year		110		265		131		506

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	1059	8.2%	1244	10.1%	491	10.2%	2794	9.3%
Adult Female (1)	7361	56.9%	6074	49.5%	3011	62.6%	16446	54.8%
Juvenile 0-11 (2)	3380	26.1%	3026	24.7%	893	18.6%	7299	24.3%
YA 12-17 (3)	315	2.4%	504	4.1%	152	3.2%	971	3.2%
Nonresident No Fee (4)	81	0.6%	228	1.9%	16	0.3%	325	1.1%
Board/Staff (5)	340	2.6%	646	5.3%	243	5.1%	1229	4.1%
School (6)	0	0.0%	15	0.1%	0	0.0%	15	0.0%
St. Joseph College (7)	0	0.0%	67	0.5%	0	0.0%	67	0.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	0	0.0%	20	0.2%	0	0.0%	20	0.1%
Corporate (10)	59	0.5%	195	1.6%	1	0.0%	255	0.8%
Reciprocal (11)	344	2.7%	255	2.1%	2	0.0%	601	2.0%
Total	12939		12274		4809		30022	
Total items borrowed by nonresidents	425	3.3%	585	4.8%	18	0.4%	1028	3.4%

MEMORANDUM

Rensselaer Trees

Summary: Four very large trees (ash) along the street in front of the library are dying. Patty consulted Rick's Tree Service of Mt. Ayr for advice. This man was very knowledgeable when we had a large limb fall from the huge hackberry tree behind the library (to the north). In this case, however, Patty was told the trees are dying and will be dead within 5 years. He quoted \$2860 to remove trees and stumps.

Patty consulted Mike Manning, Cooperative Extension office. Mike confirmed that the trees are slowly dying. With pruning, mulching, fertilizing, watering, they may last a few years, but will be dead within 5 years. He felt the large amount of asphalt on both sides of the grassy strip of ground does not allow enough moisture and nutrients to nourish the root system.

Discussion: We believe that Hal Gray donated those trees to the high school many years ago. We would want to let him know what we were doing and why before we took any action. We also understand that tree trimmers charge less for work done in winter.

We could handle this one of three ways:

1. Put money into pruning, fertilize and water carefully, and see how long we can keep the trees going. Pruning would probably be quite expensive since the trees are so tall.
2. Have all four trees removed this winter and replace them, in consultation with Bill Brown and Mike Manning. If they were all removed at the same time, more light would get through the remaining catalpa trees to the new trees below, helping their growth. However, the missing trees would be very noticeable.
3. Remove two trees one winter, two when they die a few years later (hopefully), thus giving the first new trees time to get some growth before taking down the others. However, would two or three years' growing time really make much difference?

Vote: To select one of the above three alternatives to the problem of the dying trees.

MEMORANDUM

Expanded Library Hours

I prepared the following memo because the board spent a good bit of time at the last board meeting discussing the possibility of Rensselaer Sunday hours. I think other issues need to be addressed. What you decide could impact our 2002 budget.

Summary:

At DeMotte 13% (16 of 121 persons) asked for more evening hours. At Rensselaer 9% (26 of 300 persons) asked for more evening hours, while 6% asked for Sunday hours. DeMotte is open only Monday and Thursday evenings. (Wheatfield, though open only one evening per week, has very low evening use.)

Is it more important to add hours at DeMotte before we consider Sunday hours at Rensselaer? Should we consider opening DeMotte Tuesday and/or Wednesday evenings? The extra cost to open two more nights in 2002 would be \$5,500.

Staffing the Rensselaer library, with a bare minimum staff of 4, from 1-5 PM on Sundays during the school year in 2002 would cost us between \$2,000 and \$7,000 depending on the choices we make.

Discussion:

Last year, DeMotte's total circulation was only 9,100 less than Rensselaer's. This year, in the first five months, DeMotte's circulation is only 1,595 less than Rensselaer's. Rensselaer is open 4 hours per week more than DeMotte.

Extra evening hour requests at Rensselaer ranged from keeping the libraries open until 9 PM to staying open later on Friday and Saturday evenings. Friday and Saturday evening hours have often been requested by public library patrons. However, most libraries have found that Friday and Saturday evenings have very low attendance. I would not recommend making this change

Rensselaer Sunday hours: For this analysis, I assumed we would be open 33 Sundays--all the Sundays, September through May, except Christmas, New Year's, Easter, Memorial Day, Labor Day and Thanksgiving Sundays.

I assumed it would take at least one page (book shelfer), 1 clerk (to work at the desk and answer phones), and one library assistant and one specialist or librarian to help patrons find what they need.

I could see us proceeding in two different ways:

1: Compensation in Time Off

Page and clerk receive normal hourly pay but are hired to work 4 extra hours per week. Other two staff receive one full day off during the week to compensate them for working the four hours on Sunday. Therefore, they would receive their normal pay, having received an extra half day off during the week. No extra staff would be hired to make up for the 2 work days the library would be "short" because the two were off. Total annual cost: \$2,000.

Advantage: The cost is very reasonable.

Disadvantages: I think *most* staff will not see the day off as good compensation for having to work on a Sunday afternoon. We would probably have trouble finding enough staff to *volunteer* to do this. *Forcing* staff to take turns working Sundays would be greatly resented. This will also create a hardship for the library during the week, as they try to do their work with a smaller staff. Because of the hardship factor, we could not ask staff from other branches to share the work. Why should one branch be understaffed to serve the needs of another branch?

2--Extra Pay for Extra Time Worked

Page and clerk receive normal pay but are hired to work 4 extra hours during the week. Library assistants, librarians and specialists are offered the opportunity to work an extra $\frac{1}{2}$ day at time-and-a-half pay, and can "contract" to work 1 Sunday a month, 2 Sundays a month, etc. for 6 month periods. Thus they would work their normal 40 hr. week (if a full-time employee), but work an extra half day to cover Sundays.

Total annual cost: \$7,000 (more or less depending on whether it was a specialist or librarian most often volunteering).

Advantages: I think some staff who would like to earn *extra* money. We might even find a librarian working elsewhere who would be attracted by the time-and-a-half pay. We could open this to staff at the branches who might like to earn extra money.

It is possible that we might have someone who likes the idea of working $\frac{1}{2}$ day Sunday in return for a full day off during the week. If one or two persons liked that option, it would not be enough to totally staff Option 1, but we might be able to lower the total annual cost of Option 2 by allowing staff to select either compensation method.

Disadvantages: Four staff to cover an afternoon is truly a bare-bones staff. It is quite possible that once Sunday hours catch on, we will find that four staff are not enough. Adding staff would increase the cost of the program.

Another issue: I am concerned about what will happen in 2007, when we have paid off our bond. We will no longer be receiving property tax money to make those bond payments. At that time, we could receive \$75,000 to \$100,000 *less* annually in CAGIT (County Adjusted Gross Income Tax) because we are suddenly receiving a smaller share of the county's property tax dollars than before. At this time there is no way to tell how much of a hit we will take. We may have to do some serious belt-tightening. It would be bad public relations if we had to decrease hours which we had recently increased.

Should we let a budget crunch that may occur in 5 years determine whether we give the public the service they want now? That is a decision for the board.

Next steps:

We asked for our patrons' opinion on the library service we give them. They responded. Is a request for expanded hours from 6% or 13% of our users something demanding immediate action? Is the reduction in CAGIT funds beginning in 2007 a reason to hold off on increasing hours?

You can decide to do nothing at this time, or you can decide to offer expanded hours at DeMotte (\$5,500), or Sunday hours at Rensselaer (\$2,000 to \$7,000). It is financially feasible for the 2002 budget. We would simply put less aside for our Library Improvement Reserve Fund (LIRF).

Vote: ?

SUCCESS OF STAFF IN ANSWERING PATRON REFERENCE QUESTIONS

Two days in April, May, and June 2000 compared to two days in April, May, and June 2001

A Reference Questions Completed

DeMotte:	2000: 224	2001: 181	A	
Rensselaer:	2000: 185	2001: 121		
Wheatfield:	2000: 49	2001: 53	Total: 2000: 458	2001: 385

B Reference Questions Redirected

B1 Intralibrary loan			Subtotal: 2000: 18	2001: 33
DeMotte:	2000: 8	2001: 20		
Rensselaer:	2000: 5	2001: 7		
Wheatfield:	2000: 5	2001: 6		
B2 Reserved			Subtotal: 2000: 60	2001: 69
DeMotte:	2000: 52	2001: 55		
Rensselaer:	2000: 6	2001: 10		
Wheatfield:	2000: 2	2001: 4		
B3 Interlibrary loan			Subtotal: 2000: 7	2001: 8
DeMotte:	2000: 2	2001: 3		
Rensselaer:	2000: 5	2001: 4		
Wheatfield:	2000: 0	2001: 1		
B4 Referred to other agency			Subtotal: 2000: 0	2001: 11
DeMotte:	2000: 0	2001: 4		
Rensselaer:	2000: 0	2001: 6		
Wheatfield:	2000: 0	2001: 1	Total: 2000: 85	B 2001: 121

C Reference Transactions Not Completed

C1 Material owned, but not available	Subtotal: 2000: 6	2001: 13
DeMotte: 2000: 4	2001: 10	
Rensselaer: 2000: 1	2001: 1	
Wheatfield: 2000: 1	2001: 2	
C2 Material not owned	Subtotal: 2000: 13	2001: 17
DeMotte: 2000: 1	2001: 10	
Rensselaer: 2000: 4	2001: 2	
Wheatfield: 2000: 8	2001: 5	
C3 Staff time not available	Subtotal: 2000: 0	2001: 0
DeMotte: 2000: 0	2001: 0	
Rensselaer: 2000: 0	2001: 0	
Wheatfield: 2000: 0	2001: 0	
C4 Other(e.g. Patron's time constraints)	Subtotal: 2000: 3	2001: 0
		C
		Total: (2000: 22) 2001: 30

D Directional Questions

DeMotte:	2000: 161	2001: 188	D	
Rensselaer:	2000: 285	2001: 258		
Wheatfield:	2000: 176	2001: 197	Total: 2000: 622	2001: 643

Copies: DeMotte	2001: 83			
Rensselaer	2001: 16			
Wheatfield	2001: 153			
				Total 2001: 252

MEMORANDUM

Budget 2002

Summary: The 2002 operating fund budget recommended by the Budget Committee is listed on R 16-18 in the column "2002 Proposed Budget". It is \$51,112 higher than this year's budget. It includes funding for 5 extra hours for our assistant bookkeeper and 24 additional clerk hours at DeMotte. Both are desperately needed. It includes increases for library supplies, meeting expenses, and nonprint materials. All other increases are required by rising costs or by staff raises required by the salary schedule. The Director's salary is a separate item on which the board must vote.

On pages R 21-R 23 you will find a description of some of the budget categories: what we pay out of them and the reasons for increases or decreases.

The budget does *not* include an increased salary budget to allow Sunday hours at Rensselaer or additional evening hours at DeMotte. The Committee felt that making this change at a time when the entire tax assessment process is in flux was not prudent. They advise revisiting the issue next year. (See R 9-11)

The Capital Projects Fund budget of \$30,000, with the remainder of the income being saved for the Wheatfield expansion, is the one approved by the board, the County Council and the State Board of Tax Commissioners.

The LIRF Fund budget is \$70,000, to be used, if needed, for building repairs.

The Bond and Interest Redemption Fund budget (BIRF) is \$437,775, the amount needed to pay next year's bond payments.

Budget Form 3, showing the budget advertisement which the board must approve will be ready for your perusal by Monday's board meeting.

Discussion: We know that our operating fund property tax and CVET (Commercial Vehicle Excise Tax) levies will increase by 5% or about \$36,178.

If we receive no increases in miscellaneous revenues (and no decreases), our operating expenses will exceed our expected income by about \$14,934. We have put \$50,000 into 3.94 for transfer to LIRF (Library Improvement Reserve Fund) next year. If our income is, indeed, less than our expenses, we can cut that line. Typically we have put \$20,000-\$30,000 into LIRF each year.

The LIRF budget appropriates money already in the LIRF fund, and does not require a tax levy at all.

BIRF will be fully funded. It is not subject to levy limitations.

We will advertise both the Operating Fund and Capital Projects Fund high, asking for more money than we are eligible to receive. In this way, if we receive higher than expected miscellaneous revenues (revenues not from property taxes), we will still get our maximum allowable levies.

Vote:

1. Determine whether to pay the Director the salary recommended in the proposed budget or whether to adjust that amount.
2. Vote to approve the budgets as recommended by the Budget Committee or to make changes to the recommended budget.

2002 Budget Comparisons

6/8/01

	1998 Disbursed	1999 Disbursed	2000 Disbursed	2001 Actual Budget	2001 Disbursed to 5/31/01	2001 Expected Expenditures	2002 Proposed Budget	% of Total 2002 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$42,991	\$44,551	\$45,613	\$47,216	\$19,608	\$47,060	\$48,776	
1.12 Salary of Assistants	\$505,054	\$549,785	\$568,875	\$635,754	\$260,782	\$625,877	\$670,083	
1.13 Wages of Janitor	\$32,963	\$35,098	\$36,496	\$42,562	\$15,028	\$36,066	\$44,317	
1.2 Employee benefits								
1.21 Employer: FICA	\$43,615	\$46,990	\$48,636	\$55,503	\$21,933	\$52,640	\$58,446	
1.22 Unemployment Comp	\$1,674	\$2,397	\$2,037	\$1,995	\$472	\$1,133	\$513	
1.23 Employer: PERF	\$24,452	\$26,501	\$27,745	\$31,693	\$14,842	\$35,621	\$37,372	
1.24 Employer: Group Insur.	\$16,578	\$24,196	\$24,487	\$30,586	\$12,256	\$29,414	\$34,848	
1.3 Other personal services								
1.31 Other personal services	\$320	\$330	\$280	\$1,500	\$252	\$604	\$750	
Total Personal Services	\$667,647	\$729,847	\$754,170	\$846,810	\$345,172	\$828,414	\$895,105	60%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$995	\$886	\$448	\$900	\$657	\$900	\$750	
2.12 Stationery/printing	\$110	\$397	\$289	\$600	\$0	\$450	\$450	
2.13 Other office supplies	\$6,203	\$6,083	\$5,466	\$6,200	\$2,361	\$6,200	\$6,500	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$3,336	\$3,366	\$4,102	\$3,800	\$1,349	\$3,800	\$4,200	
2.22 Fuel/oil/lubricants	\$1	\$0	\$8	\$10	\$0	\$10	\$10	
2.23 Other operating supplies	\$5,044	\$4,267	\$3,389	\$4,800	\$2,520	\$4,400	\$4,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$1,392	\$758	\$905	\$1,000	\$843	\$1,100	\$1,200	
2.32 Painting supplies	\$0	\$0	\$0	\$150	\$0	\$0	\$0	
2.33 Repair parts	\$78	\$209	\$454	\$400	\$177	\$400	\$400	
2.4 Other supplies								
2.41 Library supplies	\$3,653	\$3,518	\$4,247	\$4,000	\$2,369	\$4,500	\$12,615	
2.42 Automation supplies	\$4,370	\$421	\$1,687	\$2,500	\$1,553	\$2,500	\$150	
change to Marketing						\$0		
Total Supplies	\$25,182	\$19,906	\$20,994	\$24,360	\$11,828	\$24,260	\$30,275	2%

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	1998 Disbursed	1999 Disbursed	2000 Disbursed	2001 Actual Budget	2001 Disbursed to 5/31/00	2001 Expected Expenditures	2002 Proposed Budget	% of Total 2002 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0	\$0	\$10,709	\$0	\$2,133	\$5,119		
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
3.13 Legal services	\$598	\$495	\$1,888	\$1,500	\$500	\$1,500	\$1,500	
3.14 Other profess. services	\$5,394	\$3,387	\$4,398	\$6,000	\$1,890	\$4,536	\$6,000	
3.2 Communication/Transportation								
3.21 Telephone	\$11,949	\$6,754	\$4,842	\$7,000	\$4,049	\$7,000	\$7,000	
3.22 Postage	\$4,363	\$5,153	\$3,577	\$4,900	\$2,394	\$4,900	\$5,000	
3.23 Traveling expenses	\$5,647	\$6,209	\$8,429	\$7,000	\$2,865	\$7,000	\$8,000	
3.24 Professional mtgs	\$7,273	\$7,050	\$8,732	\$8,000	\$4,922	\$8,000	\$9,000	
3.25 Freight/Express	\$0	\$0	\$0	\$0	\$0	\$0	\$3,400	
3.26 Network expenses	\$11,089	\$7,693	\$3,601	\$8,000	\$2,901	\$6,963	\$5,500	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$548	\$1,789	\$1,943	\$1,500	\$466	\$1,500	\$1,500	
3.32 Printing (not offc. supply)	\$0	\$348	\$358	\$350	\$189	\$350	\$200	
3.33 Marketing advertising						\$0	\$550	
3.4 Insurance								
3.41 Official bonds	\$360	\$205	\$305	\$250	\$55	\$155	\$200	
3.42 Other insurance	\$12,980	\$10,325	\$10,663	\$11,000	\$10,635	\$11,037	\$12,500	
3.5 Utility services								
3.51 Gas	\$14,018	\$12,972	\$21,432	\$26,000	\$17,285	\$32,000	\$36,000	
3.52 Electricity	\$42,882	\$43,245	\$44,243	\$46,000	\$14,674	\$46,000	\$46,000	
3.53 Water	\$872	\$834	\$879	\$950	\$388	\$932	\$950	
3.54 Waste disposal service	\$2,190	\$2,355	\$2,235	\$2,400	\$972	\$2,354	\$2,365	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$39,838	\$53,699	\$46,800	\$48,000	\$12,153	\$46,000	\$46,000	
3.62 Equipment	\$22,045	\$1,555	\$2,192	\$6,000	\$160	\$1,000	\$2,000	
3.7 Rentals								
3.71 Real estate	\$0	\$0	\$0	\$0	\$0	\$0		

	1998 Disbursed	1999 Disbursed	2000 Disbursed	2001 Actual Budget	2001 Disbursed to 5/31/00	2001 Expected Expenditures	2002 Proposed Budget	% of Total 2002 budget
3.72 Equipment	\$223	\$202	\$443	\$280	\$257	\$350	\$230	
3.91 Dues	\$1,125	\$2,379	\$2,435	\$2,600	\$2,213	\$2,600	\$2,600	
3.92 Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.93 Taxes/Assessments	\$0	\$0	\$136	\$0	\$0	\$0	\$0	
3.94 Transfer to LIRF	\$25,000	\$29,600	\$12,550	\$50,000	\$3,284	\$50,000	\$50,000	
3.95 Book reimbursement	\$9,689		\$0	\$100	\$0	\$0	\$100	
3.96 Petty cash	\$0	\$0	\$0	\$120	\$0	\$0	\$120	
3.97 Interview/moving expense	\$0	\$0	\$493	\$500	\$0	\$0	\$500	
3.98 Maintenance/service contract	\$24,316	\$45,156	\$40,272	\$40,745	\$24,517	\$40,745	\$51,872	
Total Other Services/Charges	\$244,399	\$243,402	\$235,554	\$281,196	\$110,903	\$282,042	\$311,089	21%
4 CAPITAL OUTLAYS								
4.1 Land		\$0	\$0		\$0	\$0	\$0	
4.2 Buildings	\$0	\$0	\$0		\$0	\$0	\$0	
4.3 Improvements	\$0	\$0	\$0		\$0	\$0	\$0	
4.4 Furniture/equipment	\$27,367	\$33,216	\$20,125	\$44,425	\$4,357	\$44,425	\$19,685	
4.5 Other capital outlays								
4.51 Books	\$148,396	\$142,872	\$132,715	\$150,000	\$51,658	\$145,000	145,400	
4.52 Periodicals,newspapers	\$19,174	\$23,135	\$21,719	\$24,000	\$17,183	\$24,000	24,000	
4.53 Nonprint materials	\$36,739	\$44,302	\$46,065	\$60,000	\$23,459	\$60,000	56,350	
Total Capital Outlays	\$231,676	\$243,525	\$220,623	\$278,425	\$96,658	\$273,425	\$245,435	17%
FUND TOTAL	\$1,168,904	\$1,236,680	\$1,231,341	\$1,430,791	\$564,561	\$1,408,141	\$1,481,904	

Fund Appropriations 2002

7/2/01

- 1.11 **Salary of Librarian:** The "2002 Budget Comparisons" proposes the same increase as other staff (75 cents per hr)
- 1.12 **Salary of assistants:** Added 5 clerk hours at Rensselaer to cover 5 hrs that Lisa, a Lib Asst II who is also Assistant Bookkeeper, will add to her bookkeeping hours. Added 24 hrs clerk at DeMotte to give adequate evening and Saturday desk coverage. (Optional: Add \$5,500 for expanded DeMotte evening hours or \$7,000 for Rensselaer Sunday hours.)
- 1.24 **Group health insurance:** Funding for 14 employees. We presently have 13 on the plan. 20 eligible. Added 8% to employer contribution in case of increase.
- 1.31 **Other Personal Services:** substitute janitors, window washers, etc.
- 2.11 **Official records:** official forms--W-2s, accounts payable vouchers, checks, etc
- 2.12 **Stationery and printing:** letterheads, envelopes, business cards, note cards
- 2.13 **Other office supplies**
- 2.23 **Other operating supplies:** extension cords, fluorescent lights, screwdrivers, flashlights, projection bulbs, batteries, surge suppressors, keys, ice melt, wastebaskets
- 2.31 **Building Materials:** Furnace filters, redout, chemicals
- 2.41 **Library supplies:** Increased budget for this at all 3 libraries. This was the staff's number one problem area. Bookmarks, posters, craft supplies, summer reading program materials, film & developing, meeting room supplies, program treats & prizes, book bags. **Automation materials are included there. They were formerly 2.42 which is now Marketing Supplies. Technical services processing materials are included in 2.41 now. They were formerly added to the book budget (4.51) and the nonprint budget (4.53).**
- 2.42 **Marketing supplies:** Includes imprinted pencils, bookmarks, special paper for brochures, etc. **These supplies were previously in several different lines of the budget. They have been consolidated here to help the Marketing Committee have a better picture of their finances.**
- 3.12 **Engineer/Architectural Services:** Feasibility study?
- 3.14 **Other professional services:** Fees for speakers, consultants, water analysis (DeMotte drinking water tests).
- 3.23 **Traveling expense:** mileage, airline tickets. **Added to this budget in preparation for PLA conference in Phoenix next year (Public Library Association, a division**

of ALA -American Library Association)

3.24 **Professional meetings:** registration fees, hotel and meal expenses for staff and board. **Added to this budget in preparation for PLA and because we have had to restrict attendance at meetings for the past two years for budgetary reasons.**

3.25 **Freight/express:** Moved book & nonprint shipping here from 4.51 and 4.53

3.26 **Network expenses:** Dateline monthly costs, Internet access, upgrades to servers

3.31 **Advertising & public notices**

3.32 **Other printing**

3.33 **Marketing advertising:** magnets, pencils, publicity ads, booth rental, etc.

3.41 **Bonds:** Employee bonds, notary bonds, treasurer bonds

3.42 **Insurance:** Building insurance, Workman's comp insurance, D&O liability insurance. **Increased this line, since we will bid out building insurance this year. Utica is no longer willing to freeze our insurance at the previous year's rate.**

3.54 **Waste Disposal services:** DeMotte (\$50.26 mo), Wheatfield (\$41.05 mo), Rensselaer (about \$85 mo.), Ooms Bros. (\$54 quarter)

3.61 **Repairs & maintenance: building & structures**

Painting contractors	\$2,800
Pest control	\$550
Boiler inspection	\$24
Elevator inspection	\$104
Fire extinguisher inspection	\$250
Fertilization	\$775
Lawn, snow, landscaping	\$15,000
Building repairs	\$30,000
TOTAL	\$49,503

If we begin paying back a PFEED loan, we could take money from building repairs, here, or from gas or electricity lines in budget, if savings are effected by the changes.

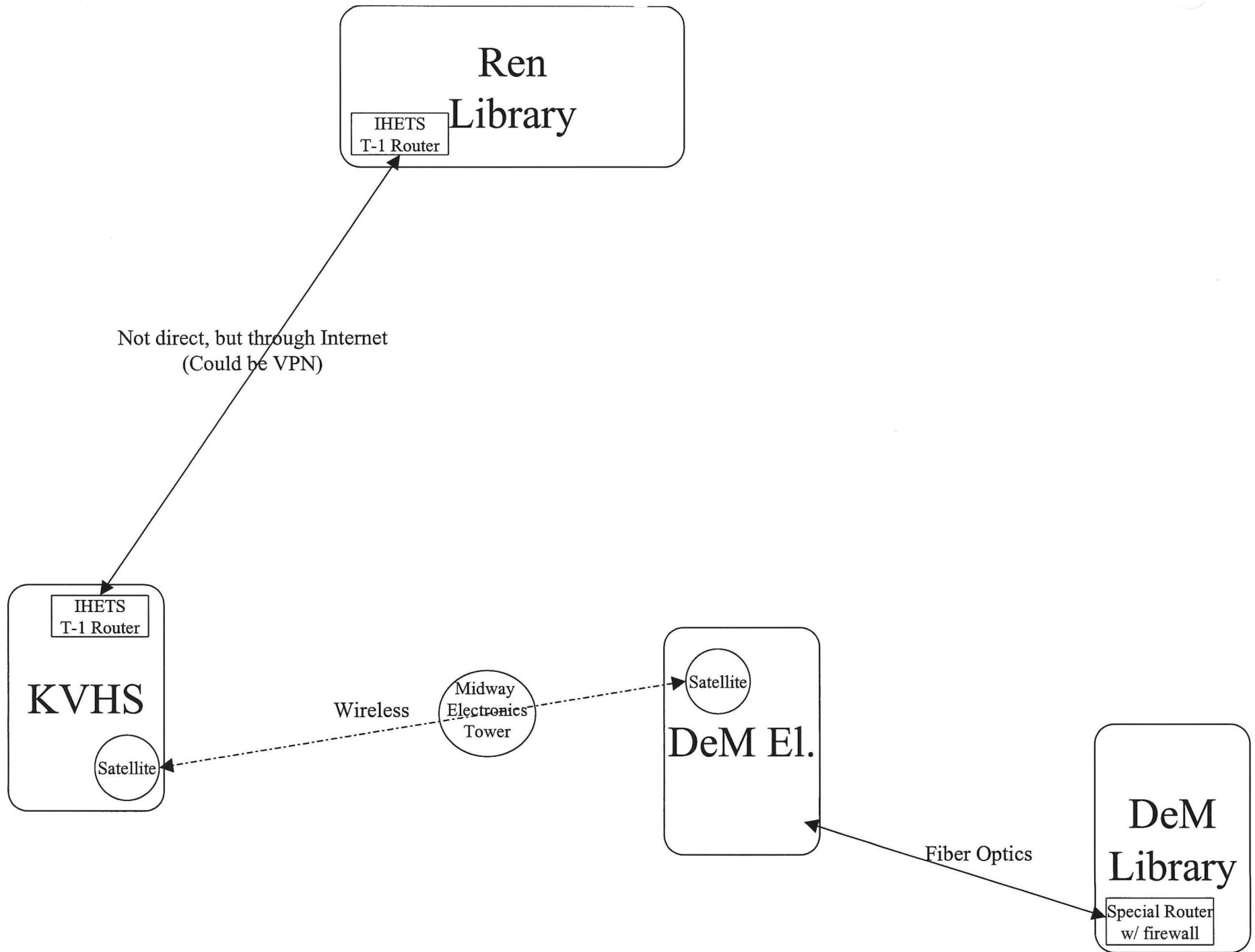
3.62 **Repairs & maintenance: equipment:** telephones (\$200) Copier drums - (\$300), other equipment

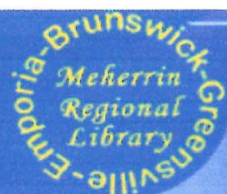
3.72 **Rentals: equipment:** DeMotte P.O. Box, safety deposit box, Culligan water tank

- 3.91 **Dues 2002:** INCOLSA (\$100), Indiana Library Federation (\$1333), ALA (\$870), DeMotte Chamber of Commerce (\$85), Rensselaer/Remington Chamber of Commerce (\$80), Online Users Group (\$20)
- 3.94 **Transfer to LIRF:** Money appropriated in our operating budget to be placed in the Library Improvement Reserve Fund where it can be saved from year to year to use for major purchases or repairs of buildings and equipment. Year 2002 appropriation is \$50,000, but with the understanding that it would be the first item cut if our receipts did not equal our spending.
- 3.95 **Book reimbursement:** \$100
This will be used when we must reimburse a patron for a book returned to the library after the patron has already paid for it.
- 3.98 **Maintenance and service contracts 2002:**

Think Tank	\$5,000
Security Courier	\$13,200
Precision Controls	\$5,400
Simplex	\$2,900
Copiers (Heritage)	\$5,132
Elevator	\$1,440
AVC (financial acctg)	\$1,225
Unique Management	\$2,400
WHEELS	\$675
TLC	14060
TOTAL	\$51,432

- 4.3 **Improvements other than buildings:** upgrades to automated system, wiring
- 4.4 **Furniture & equipment.** In 2001 we are purchasing 25 computers from this budget line. In 2002, our technology equipment needs can be paid from Capital Project Fund monies (\$30,000 budgeted for technology). Therefore, we have a substantial decrease in operating fund equipment expenses.
- 4.51 **Books:** and Lease books. Moved *processing* funds to 2.41 (Library Supplies). Took book *shipping* funds and put in 3.25 (Freight/express)
- 4.52 **Periodicals & newspapers**
- 4.53 **Nonprint materials:** computer software, CD-ROMs (including lease and networked), videos, books on tape, CDs, DVDs, microfilmed newspapers.
Increased nonprint budget at all 3 libraries to accommodate demand for better books-on-tape and books-on-cd collections. User surveys at all libraries indicated more need in this area than any other. Lowered nonprint budget of Administration, since these expenses are included in CPF monies available. Moved nonprint *processing* to 2.41 (Library Supplies). Moved *shipping* funds to 3.25 (Freight/express)





Welcome to the

Meherrin Regional Library Public Access Catalog

133 West Hicks St.
Lawrenceville, VA 23186
Tel# 804-848-2418
Fax# 804-848-4786
email: bcl@meherrinlib

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**Welcome to the Meherrin Regional Library,
proudly serving Brunswick and Greenville
Counties and the City of Emporia.**

We hope you enjoy the website. If you have any
questions please ask a staff member. Thank
you!

News

[Violence erupts despite Mid-East truce test...](#)

[BBC](#) Fri Jun 29 09:18:33 GMT-0500 (Central Daylight
Time) 2001

[Milosevic to face extra war crimes charges...](#)

[Online.ie News](#) Fri Jun 29 08:46:00 GMT-0500 (Central
Daylight Time) 2001

[Russia hints at ABM treaty changes...](#)

[CNN](#) Fri Jun 29 08:00:00 GMT-0500 (Central Daylight
Time) 2001

[5 More Cases Added to Probe of Roger
Clinton...](#)

[Los Angeles Times](#) Fri Jun 29 06:52:00 GMT-0500 (Central
Daylight Time) 2001

Weather



Roanoke Rapids, NC
Reported by Roanoke Rapids, NC
Fair

Fri Jun 29 12:53 PM ET

Temperature: 89°F/32°C

Humidity: 55%

Barometer: 30.15in/1022mb

Winds: Var at 5mph/8kph

Click for
Forecast



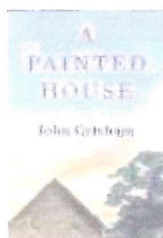
weather.com

Hot Titles

#5 on [New York Times Bestsellers](#), Fiction

A PAINTED HOUSE

by John Grisham



The experiences of a 7-year-old boy whose par
work in the cotton fields of Arkansas. [Search](#)

Featured [Oprah's Book Club](#) Selection

Back Roads

by Tawni O'Dell

[Search](#)

[Caldecott Award Winners](#)

Library Hours

[Click for full Library Directory](#)

Meherrin Regional Library

Monday-Thursday

9 a.m.-5 p.m.

Friday

9 a.m.-7 p.m.



ANNUAL CIRCULATION

1991-2000

Jasper County Public Library

	% of Annual		% of Annual		% of Annual		% of Annual	
	DeMotte	Change	Rensselaer	Change	Wheatfield	Change	System	Change
1990	76,679		93,730		44,099		214,508	
1991	83,326	9%	90,702	-3%	46,309	5%	220,337	3%
1992	80,237	-4%	96,363	6%	49,381	7%	225,981	3%
1993	93,000	16%	105,444	9%	38,608	-22%	237,052	5%
1994	102,916	11%	110,672	5%	45,708	18%	259,296	9%
1995	101,843	-1%	106,394	-4%	43,154	-6%	251,391	-3%
1996	112,277	10%	107,858	1%	41,629	-4%	261,764	4%
1997	112,791	0%	112,727	5%	45,552	9%	271,070	4%
1998	109,433	-3%	114,704	2%	47,885	5%	272,022	0%
1999	110,762	1%	115,331	1%	48,448	1%	274,541	1%
2000	108,405	-2%	117,504	2%	44,964	-7%	270,873	-1%
Total change- 1990 to 2000								
	31,726	41.4%	23,774	25.4%	865	2.0%	56,365	26.3%
Change after completion of new construction								
1993 - 2000	15,405	16.6%	12,060	11.4%	6,356	16.5%	33,821	14.3%

JASPER COUNTY PUBLIC LIBRARY
Library Use Compared: 1990-2000

CIRCULATION

	1990	2000
DeMotte	76679	108405
Rensselaer	93730	117504
Wheatfield	44099	44964
System Total	214508	270873

INTRALIBRARY LOANS FILLED

DeMotte	699	1683
Rensselaer	738	1186
Wheatfield	645	2008
System Total	2082	4877

LOCAL HISTORY

In person-DeMotte		59
In person-Rensselaer	98	224
In person-Wheatfield		10
System Total	98	293

Letters-DeMotte	0	7
Letters-Rensselaer	35	112
Letters-Wheatfield	0	7
System Total	35	126

HARDWARE USE IN-HOUSE

Software used		
DeMotte		185
Rensselaer	1364	465
Wheatfield	1779	159
System Total	3143	809

VCR Use	17	23
----------------	-----------	-----------

Microforms:DeMotte		63
Microforms:Rensselaer	200	587
System Total	200	650

CD ROM software used		
DeMotte		286
Rensselaer		1134
Wheatfield		95
Undivided		1381
System Total	0	2896

Other	4	49
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SERVICES	1990	2000
INTERLIBRARY LOANS		
Requests made for:		
DeMotte	907	640
Rensselaer	916	965
Wheatfield	364	209
System Total	2187	1814
Received for:		
DeMotte	784	572
Rensselaer	717	851
Wheatfield	226	203
System Total	1727	1626
REFERENCE QUESTIONS		
(estimated)		
Phone: directional		
DeMotte	626	3252
Rensselaer	716	4551
Wheatfield	1259	2328
System Total	2601	10131
Phone: reference		
DeMotte	2198	2250
Rensselaer	1303	1701
Wheatfield	1223	690
System Total	4724	4641
In-person: directional		
DeMotte	484	6015
Rensselaer	1659	11829
Wheatfield	1555	6927
System Total	3698	24771
In-person: reference		
DeMotte	6879	8589
Rensselaer	7182	6876
Wheatfield	5989	3201
System Total	20050	18666
Total Reference Ques.	31073	58209
PROGRAMS	1991	2000
Programs for all ages		
DeMotte		4
Rensselaer		19
Wheatfield		3
System total	0	26

	1991	2000
Children's programs		
DeMotte	95	222
Rensselaer	97	158
Wheatfield	45	133
System Total	237	513
Number attending		
DeMotte	2208	4697
Rensselaer	1475	3027
Wheatfield	956	2163
System Total	4639	9887
YA Programs		
DeMotte	6	6
Rensselaer	0	3
Wheatfield	0	1
System Total	6	10
Number attending		
DeMotte	107	224
Rensselaer	0	177
Wheatfield	0	16
System Total	107	417
Adult programs		
DeMotte	7	16
Rensselaer	12	79
Wheatfield	5	14
System Total	24	109
Number attending		
DeMotte	225	893
Rensselaer	213	1032
Wheatfield	51	280
System Total	489	2205
Sr. Citizen programs		
DeMotte	2	15
Rensselaer	0	29
Wheatfield	0	1
System Total	2	45

	1991	2000
Sr. Citizen Programs, cont'd		
Number attending		
DeMotte	43	102
Rensselaer	0	336
Wheatfield	0	35
System Total	43	473
Total Programs		
DeMotte	110	263
Rensselaer	109	288
Wheatfield	50	152
Total Programs	269	703
Total No. Attending	5278	12982

Services which we did not tally in 1990 and, therefore have omitted from this survey of se

Walking Books

Notarizing Documents

Meeting Room Use by groups

Study Room Use by groups

Copies made

Tax forms distributed

Programs were not tallied until 1991. I have used 1991 statistics as the starting point.

JCPL FINANCIAL STATEMENT

June 30, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$118,157.35	\$680,717.81	\$135,239.45	\$719,364.75	\$497,282.16
Includes Investments of:	\$428,037.00					
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$1,300.26	\$4,106.11	\$792.72	\$2,116.78	\$3,435.12
DeMotte	\$1,051.81	\$1,143.92	\$1,740.61	\$552.72	\$1,341.22	\$652.42
Rensselaer	\$3,736.82	\$0.00	\$2,199.16	\$240.00	\$615.56	\$2,153.22
Wheatfield	\$635.82	\$156.34	\$166.34	\$0.00	\$160.00	\$629.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$75.01	\$542.04	\$23,320.50
Bond & Interest Redemption Fund	\$83,496.65	\$70,537.50	\$70,537.50	\$68,615.31	\$214,929.98	\$227,889.13
Includes Investments of:	\$146,314.03					
Capital Projects Fund	\$163,889.20	\$0.00	\$16,260.00	\$29,261.14	\$85,904.61	\$233,533.81
Includes Investments of:	\$55,648.97					
st/Hospitality Fund	\$0.00	\$0.00	\$1,070.00	\$0.00	\$1,070.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,140.41	\$35,784.94	\$6,140.41	\$35,784.94	\$0.00
FICA Tax Collected	\$0.00	\$4,510.24	\$26,443.62	\$4,510.24	\$26,443.62	\$0.00
State Tax Collected	\$1,740.67	\$2,025.93	\$11,448.44	\$2,000.38	\$11,708.15	\$2,000.38
County Tax Collected	\$468.08	\$560.58	\$3,149.91	\$553.08	\$3,234.91	\$553.08
Deferred Comp.	\$0.00	\$2,552.00	\$15,584.70	\$2,552.00	\$15,584.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,919.22	\$10,626.56	\$1,919.22	\$10,626.56	\$0.00
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$0.00	\$8,481.02	\$1,494.48	\$8,696.22	\$4,401.23
Credit Union	\$0.00	\$150.00	\$600.00	\$150.00	\$600.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$207,853.49	\$884,891.61	\$253,303.44	\$1,136,616.26	\$992,625.41

Bank Balances**Jasper County Public Library****Report as of: 06/30/2001**

<i>Bank</i>		
1	Peoples State Bank	\$336,303.32
2	Demotte State Bank	\$2,791.59
3	Lafayette Bank & Trust-LIRF	\$23,320.50
4	Cash on Hand	\$210.00
5	Fifth-Third Bank CD#002-0585926115	\$150,000.00
6	Fifth-Third Bank CD#002-0585926131	\$180,000.00
7	Fifth-Third Bank CD#002-0585926158	\$300,000.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13	Rens.Bank'g Ctr. CD#400037210	\$0.00
14	Rens. Bank'g Ctr. CD#400037126	\$0.00
15	Rens. Bank'g Ctr. CD#400037128	\$0.00
16	Rens. Bank'g Ctr. CD#400037161	\$0.00
17	Rens. Bank'g Ctr. CD#400037160	\$0.00
Total all banks =		\$992,625.41

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				\$ 1,963.00		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001		
				\$ 100,000.00		OPER			
				\$ 144,351.03		BIRF			
				\$ 55,648.97		CPF			
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001		

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				\$52,614.80		OPER		\$2,117.77	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				\$48,623.70		CPF		\$398.00	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	

06/29/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 06/01/2001 To 06/30/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$23,542.96	\$23,673.04	49.9
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$53,733.44	\$314,515.33	\$321,238.67	49.5
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,208.38	\$18,235.95	\$24,326.05	42.8
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,510.24	\$26,443.62	\$29,059.38	47.6
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$471.89	\$1,523.11	23.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$14,841.94	\$16,851.06	46.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$851.67	\$31,437.67	\$2,535.65	\$14,791.53	\$16,646.14	47.1
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$251.63	\$1,248.37	16.8
Subtotal	\$846,809.00	\$851.67	\$847,660.67	\$67,922.37	\$413,094.85	\$434,565.82	48.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$22.50	\$679.08	\$238.92	74.0
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$539.41	\$2,900.63	\$3,299.37	46.8
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$100.85	\$1,449.69	\$2,377.25	37.9
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$16.38	\$2,536.08	\$2,367.20	51.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$665.70	\$1,665.70	\$551.76	\$1,394.28	\$271.42	83.7
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$176.94	\$223.06	44.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$401.59	\$2,770.75	\$1,239.24	69.1
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$1,696.58	\$3,249.39	(\$749.39)	130.0
Subtotal	\$24,360.00	\$823.91	\$25,183.91	\$3,329.07	\$15,156.84	\$10,027.07	60.2
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$500.00	\$1,000.00	33.3
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$1,925.00	\$3,815.00	\$2,185.00	63.6
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$306.68	\$4,355.59	\$2,644.41	62.2
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$16.92	\$2,411.32	\$2,515.95	48.9
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$923.60	\$3,788.57	\$3,211.43	54.1
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$100.00	\$8,100.00	\$73.92	\$4,995.60	\$3,104.40	61.7
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,901.14	\$5,098.86	36.3
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$465.94	\$1,034.06	31.1
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$55.00	\$195.00	22.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$402.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$1,337.10	\$18,622.32	\$7,377.68	71.6
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$3,906.56	\$18,580.52	\$27,419.48	40.4
3.53 WATER	\$950.00	\$0.00	\$950.00	\$94.50	\$482.85	\$467.15	50.8
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$175.91	\$1,148.21	\$1,251.79	47.8
3.61 BUILDING & STRUCTURES	\$48,000.00	\$2,087.23	\$50,087.23	\$2,488.10	\$14,641.12	\$35,446.11	29.2
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$159.62	\$5,840.38	2.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$266.70	\$13.30	95.3
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,213.03	\$386.97	85.1
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$18,973.50	\$43,490.31	\$10,117.19	81.1
Subtotal	\$279,195.00	\$21,438.50	\$300,633.50	\$30,633.74	\$139,535.73	\$161,097.77	46.4
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$274.99	\$44,699.99	\$1,378.08	\$5,735.55	\$38,964.44	12.8
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$11,105.40	\$62,763.83	\$90,841.62	40.9
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$449.86	\$17,632.70	\$6,367.30	73.5
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$3,338.83	\$26,798.31	\$33,258.64	44.6
Subtotal	\$278,425.00	\$3,937.39	\$282,362.39	\$16,272.17	\$112,930.39	\$169,432.00	40.0
Grand Total	\$1,428,789.00	\$27,051.47	\$1,455,840.47	\$118,157.35	\$680,717.81	\$775,122.66	46.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- #1 (Ace Hdw
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Filson

Register of Claims
Jasper County Public Library

Report Date: From 06/01/2001 To 06/30/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	472	DEMOTTE STATE BANK	06/04/2001	Bank Debit of 5/1/01-Deposit slips	\$22.50
0	473	PAYROLL	06/10/2001	PAYROLL	\$31,222.69
20013	474	ALIAC	06/10/2001	Deferred Compensation Contributions	\$1,276.00
20014	475	ANTHEM BLUE CROSS AND B	06/10/2001	June Health Premium-13 Employees	\$4,357.22
1024	476	JASPER COUNTY PUBLIC LIB	06/08/2001	Bank Transfer to Peoples State Bank to Pay Bills	\$11,200.00
20015	477	LA-PORTER FEDERAL CREDIT	06/10/2001	Withheld from Payroll 10 JUN 01	\$75.00
20016	478	NIPSCO	06/10/2001	DeMotte Utilities 4/16 - 5/17/01	\$2,707.84
20017	479	TOWN OF DEMOTTE	06/10/2001	DeMotte Sewer Service-April '01	\$50.26
20018	480	TOWN OF WHEATFIELD SEW	06/10/2001	Wheatfield Sewer Service- JUN '01	\$41.05
20019	481	ACE HARDWARE	06/11/2001	Broom, Nuts & Bolts for Ch. Craft	\$25.06
20020	482	AEC ONE STOP GROUP, INC.	06/11/2001	Music Cd's	\$203.68
20021	483	ALCO DISCOUNT STORE #290	06/11/2001	Summer Rdg & Crafts @ DeM.	\$21.70
20022	484	ASAE	06/11/2001	Children Books & AV	\$130.13
20023	485	ASI SIGN SYSTEMS	06/11/2001	Replace DeM. Restroom sign, New signage @ DeM. & Rens.	\$647.50
20024	486	AVC CORPORATION	06/11/2001	June Service Contract/Financial Comp.	\$99.00
20025	487	BAKER & TAYLOR	06/11/2001	Books, AV, Gift Books, Automatically Yours	\$6,292.03
20026	488	BANK ONE TRUST COMPANY,	06/11/2001	June Bond Interest Pymt.	\$70,537.50
20027	489	BELL & HOWELL	06/11/2001	Qtly Microfilm of RR	\$73.21
20028	490	BOWKER	06/11/2001	BIP Supplement	\$303.93
20029	491	CENTER POINT PUBLISHING	06/11/2001	Large Print Bks	\$22.63
20030	492	CHARLOTTE FAGEN	06/11/2001	Camera Case, book, nametags, craft, workshop	\$94.47
20031	493	CHILD'S WORLD	06/11/2001	Toddler books	\$388.70
20032	494	COLUMBIA UNIVERSITY PRES	06/11/2001	Online Subscription-Granger's Poetry	\$545.00
20033	495	CULLIGAN	06/11/2001	June Water Cooler Rental & Water	\$44.60
20034	496	DAVIDSON TITLES INC.	06/11/2001	Books	\$20.28
20035	497	DIANA KOOY	06/11/2001	Mileage	\$47.26
20036	498	DIANE KROS	06/11/2001	Storytime, Bk Salesman, Workshop Mileage	\$38.51
20037	499	ELTON HUMMEL	06/11/2001	Steven's Puppets Presentation-D,W,R	\$675.00
20038	500	EVA CORPORATION	06/11/2001	Magazine Subscriptions-New & Renewals	\$177.65
20039	501	GA FOODS GROUP	06/11/2001	Library Program supplies	\$13.46
20040	502	GALE GROUP	06/11/2001	Information Plus standing orders, Newmaker, Something about the Author	\$1,164.86
20041	503	GAYLORD BROS.	06/11/2001	Qtly. Galaxy Hardware/Software Mtnce & Marc Subsc.	\$4,287.50
20042	504	GROLIER EDUCATIONAL COR	06/11/2001	Book of Knowledge., Amer. Scenes-Lives & Events, Amazing Animals Sets	\$1,487.18
20043	505	GTI	06/11/2001	Patron Cards	\$1,696.58
20044	506	HERITAGE OFFICE PRODUCT	06/11/2001	Mita Serv. Contract, labels	\$655.66
20045	507	HP PRODUCTS CORP.	06/11/2001	Hand soap, carpet extraction cleaner	\$80.81
20046	508	INGRAM	06/11/2001	Paperback books	\$53.84
20047	509	INSPIRATIONAL BOOK DISTRI	06/11/2001	Christian Books	\$89.34
20048	510	JACKIE SAXON	06/11/2001	Meeting expenses, mileage	\$124.77
20049	511	JENNIFER L. EVERS	06/11/2001	OVGTSL Mileage & Expenses	\$259.45
20050	512	JOSEPH H. SPILLER	06/11/2001	Magic Show-Summer Reading Program 6/26/01	\$250.00
20051	513	JUNGLE JOHN	06/11/2001	Silly Safari Summer Reading Program 7/5/01	\$400.00
20052	514	KATHRYN B. WEED	06/11/2001	Volunteer Workshop mileage	\$37.95
20053	515	KEITH EVANS	06/11/2001	Summer Reading Programs 6/19 & 6/20/01	\$225.00
20054	516	KOEN BOOK DISTRIBUTORS, I	06/11/2001	Books	\$806.39
20055	517	KONE, INC.	06/11/2001	Elevator repairs	\$391.63

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20056	518	LIBRARIES UNLIMITED	06/11/2001	Technical Serv. Books	\$72.57
20057	519	LYNN DAUGHERTY	06/11/2001	DEMOTTE PETTY CASH	\$22.64
20058	520	LYNN DAUGHERTY	06/11/2001	Mileage & Budget Workshop expenses	\$144.85
20059	521	MANUFACTURERS' NEWS, IN	06/11/2001	Indiana Mfg Directories	\$124.95
20060	522	MBNA AMERICA BUSINESS C	06/11/2001	Print Artist CD-Roms	\$359.65
20061	523	METAL EDGE, INC.	06/11/2001	Archival materials	\$243.36
20062	524	MIDWEST TAPE	06/11/2001	Videos/DVD's	\$186.80
20063	525	M W INSURANCE AGENCY	06/11/2001	Worker's Comp Policy	\$402.00
20064	526	NORTHWESTERN INDIANA TE	06/11/2001	Jun'01 Telephone Service @ DeM.	\$26.07
20065	527	PATTY STRINGFELLOW	06/11/2001	Mileage-Radio Show, Budget Mtg. Mgmt Institute	\$92.12
20066	528	PETER KEEGAN, M.D.	06/11/2001	Video	\$28.00
20067	529	POST TRIBUNE	06/11/2001	Newspaper Subscription 6/8/01-02	\$156.00
20068	530	PRECISION CONTROL SYSTE	06/11/2001	Qtly Mtnce 9/99 thru 12/00; Ceiling Leak, water sample-DeM. Repairs	\$5,796.50
20069	531	QUILL	06/11/2001	Stacking Chairs (Whtfld), Inkjet cartridges, CD-Wallets, markers, labeler tape	\$1,787.70
20070	532	REBECCA GIBSON	06/11/2001	Program Supplies, packing materials, UPS	\$37.29
20071	533	RECORDED BOOKS, LLC	06/11/2001	Books on tape	\$385.60
20072	534	REGENT BOOK CO., INC.	06/11/2001	BH&G books	\$11.46
20073	535	SECURITY COURIERS CORP.	06/11/2001	Transport b/w branches-5/4-5/15/01	\$939.60
20074	536	SHEILA MAXWELL	06/11/2001	Meeting Expenses & Mileage	\$183.36
20075	537	SIMPLEX TIME RECORDER C	06/11/2001	Fire Alarm System Battery @ DeM.	\$135.60
20076	538	SPRINT	06/11/2001	Telephone - Long Distance carrier-May'01	\$51.96
20077	539	TALLY SYSTEMS	06/11/2001	Centameter Support - 6/5/01-12/5/01	\$350.00
20078	540	THINK TANK INFORMATION S	06/11/2001	Big Block -60 hrs+6 hrs	\$7,080.00
20079	541	THOMAS T. BEELER, PUBLISH	06/11/2001	Large Print Books	\$126.05
20080	542	TIMESTEP PLAYERS	06/11/2001	Amazing Stories Program-Summer Reading	\$375.00
20081	543	TYSEN'S COUNTRY GROCER	06/11/2001	Adult bk. Discussion @ DeM.	\$6.99
20082	544	UNIQUE BOOKS, INC.	06/11/2001	Books	\$634.40
20083	545	UTICA NATIONAL INSURANCE	06/11/2001	Refund unused amount on insurance claim #465226	\$1,671.26
20084	546	WALGREEN'S	06/11/2001	Batteries, Photos	\$26.37
20085	547	WAL-MART COMMUNITY BRC	06/11/2001	craft items, videos, cd's, software, poster frame, summer rdg. Prize bks, etc	\$867.00
20086	548	WICK'S AIR FILTER SERVICE,	06/11/2001	Air Filters-DeM & Rens. Lib.	\$551.76
20087	549	HOOVER'S, INC.-EWS	06/11/2001	OnLine License- 5/7/01-02	\$995.00
0	550	INTERNAL REVENUE SERVIC	06/11/2001	FED & FICA Tax Withheld 10 JUN 01	\$7,810.80
0	551	INDIANA DEPARTMENT OF RE	06/20/2001	State & County Taxes Withheld 10 JUN 01	\$2,586.51
0	552	JASPER COUNTY PUBLIC LIB	06/07/2001	CD#400037210 Redeemed	\$150,000.00
0	553	PAYROLL	06/25/2001	PAYROLL	\$29,653.79
20088	554	ALIAC	06/25/2001	Deferred Compensation Contributions	\$1,276.00
20089	555	ANTHEM LIFE	06/25/2001	Life Ins. Premium-Jun '01	\$97.65
20090	556	CITY OF RENSSELAER	06/25/2001	Rens. Utilities;5/8 - 6/8/01	\$2,026.84
20091	557	INDIANA HISTORICAL SOCIET	06/25/2001	Workshop-Preserving Historic Photographs;8/3/01-Weed	\$15.00
20092	558	KANKAKEE VALLEY POST NE	06/25/2001	Annual Subscription-Wheatfield	\$43.00
20093	559	LA-PORTER FEDERAL CREDIT	06/25/2001	Withheld From Payroll-25 JUN '01	\$75.00
20094	560	NIPSCO	06/25/2001	Wheatfield Utilities;5/11 - 6/13/01	\$653.43
20095	561	SPRINT	06/25/2001	Local Phone-JUN '01;Rens. & Wheat	\$228.65
0	562	INTERNAL REVENUE SERVIC	06/26/2001	FED & FICA Tax Withheld 25 JUN '01	\$7,350.09
0	563	JASPER COUNTY PUBLIC LIB	06/28/2001	CD#400037160 Matured	\$100,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$469,053.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, June 29, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

June 30, 2001

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
INES & FEES:			\$1,905.66	\$13,429.02
DeMotte	\$876.15	\$5,470.00		
Rensselaer	\$772.01	\$5,475.50		
Wheatfield	\$257.50	\$2,483.52		
PHOTOCOPIES:			\$431.59	\$3,638.53
DeMotte	\$162.60	\$1,707.36		
Rensselaer	\$234.34	\$1,495.57		
Wheatfield	\$34.65	\$435.60		
CARDS:			\$126.00	\$604.00
DeMotte	\$52.00	\$228.00		
Rensselaer	\$66.00	\$284.00		
Wheatfield	\$8.00	\$92.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$1,842.68	\$11,427.71
Checking/Repurchase/Savings	\$615.22	\$3,616.27		
CD's & Investments	\$1,227.46	\$7,811.44		
TAXES:			\$130,689.27	\$684,142.07
Property Tax	\$91,466.75	\$370,147.55		
License Excise Tax	\$34,906.16	\$34,906.16		
Financial Institution Tax	\$647.35	\$647.35		
CVET(Commercial Vehicle Excise)	\$3,669.01			
Local Option/Certified Shares	\$0.00	\$247,950.50		
Local Option/Property Tax Repl.	\$0.00	\$26,821.50		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$244.25	\$6,123.42
Insurance	\$0.00	\$4,438.52		
Rebates	\$20.00	\$120.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA(Anthem Ins)Reimburseme	\$224.25	\$851.67		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment Sale	\$0.00	\$62.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$135,239.45	\$719,364.75
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$792.72	\$2,116.78
DeMotte	\$552.72	\$1,341.22		
Rensselaer	\$240.00	\$615.56		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$75.01	\$542.04
BOND & INTEREST REDEMPTION FUND			\$68,615.31	\$214,929.98
Property Tax	\$48,022.46	\$194,337.13		
License Excise Tax	\$18,326.64	\$18,326.64		
Financial Institution Tax	\$339.88	\$339.88		
CVET(Commercial Vehicle Excise)	\$1,926.33			
CAPITAL PROJECTS FUND:			\$29,261.14	\$85,904.61
Interest Earned	\$3,164.15	\$4,158.65		
Property Tax	\$18,264.76	\$73,913.73		
License Excise Tax	\$6,970.30	\$6,970.30		
Financial Institution Tax	\$129.27	\$129.27		
CVET(Commercial Vehicle Excise)	\$732.66			
ST/HOSPITALITY FUND:			\$0.00	\$1,070.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$233,983.63	\$1,023,928.16

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$19,319.81	\$112,688.10
FIT Tax Collected	\$6,140.41	\$35,784.94		
FICA Collected	\$4,510.24	\$26,443.62		
State Tax Collected	\$2,000.38	\$11,708.15		
County Tax Collected	\$553.08	\$3,234.91		
Deferred Comp Plan	\$2,552.00	\$15,584.70		
#125 Pre-tax Plan	\$1,919.22	\$10,626.56		
Life/Health Insurance	\$0.00	\$9.00		
PERF	\$1,494.48	\$8,696.22		
Credit Union	\$150.00	\$600.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$253,303.44	\$1,136,616.26

Register of Claims Jasper County Public Library

Report Date: From 07/01/2001 To 07/10/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20096	564	ANTHEM BLUE CROSS AND B	07/09/2001	July Health Premium-13 Employees	\$4,779.98
20097	565	AVC CORPORATION	07/09/2001	July Service Contract-Financial Computer	\$99.00
20098	566	BAKER & TAYLOR	07/09/2001	Books,AY, Gift Books, AV	\$5,747.58
20099	567	BETHANY HOUSE PUBLISHER	07/09/2001	Books	\$17.14
20100	568	BIERMA HARDWARE, INC.	07/09/2001	Spray Nine	\$12.59
20101	569	BOWKER	07/09/2001	American Library Directory 2001-2002	\$303.93
20102	570	CHARLOTTE FAGEN	07/09/2001	Balloons for Teen Read Week, Film Developing	\$26.49
20103	571	CHERYL WARRAN	07/09/2001	Substitute Janitorial	\$37.13
20104	572	COM GRAPH PUBLICATIONS	07/09/2001	Math Reference Book	\$28.00
20105	573	DAVIDSON TITLES INC.	07/09/2001	Books	\$44.77
20106	574	CULLIGAN	07/09/2001	July Water Rental	\$9.95
20107	575	DELL MARKETING L.P.	07/09/2001	25 Computers, Keyboards, Monitors, Workstations	\$27,502.00
20108	576	DEMCO	07/09/2001	Easel, Book Display Units, Norbond, Tape,. Signage	\$1,090.78
20109	577	DEMOTTE CHAMBER OF COM	07/09/2001	Membership Dues; July '01 - July '02	\$85.00
20110	578	DESIGN-AIRE CONSULTANTS,	07/09/2001	Consultation for DeMotte Lib.-Plans/Specifications for revisions to HVAC and Electrical	\$14,791.25
20111	579	DIANA KOOY	07/09/2001	Mileage-Bk. Discussion, Database Comm. Mtg, Powerpoint Mtg.,Indy Workshp	\$136.62
20112	580	DUMAS & MORIARTY, L.L.P.	07/09/2001	Conference re Review Specifications on DeMotte Project	\$187.50
20113	581	EDUCATIONAL RESOURCES	07/09/2001	Office Pro License	\$72.00
20114	582	FACTS ON FILE, INC.	07/09/2001	Continuations- Forms on File	\$317.79
20115	583	FACTS ON FILE NEWS SERVI	07/09/2001	Today's Science on File-D	\$264.00
20116	584	FASE'S WATER TREATMENT	07/09/2001	Redout for Softener-Dem	\$78.00
20117	585	GAIL JUNG	07/09/2001	Rens. Petty Cash-Postage, Copies, file trays, After-School prog. Sup., vinegar	\$38.43
20118	586	GALE GROUP	07/09/2001	Continuations-Directory of Publications & Broadcasting	\$717.81
20119	587	GAYLORD BROS.	07/09/2001	6 Tier Modular Display Unit, Packing Carton	\$978.44
20120	588	GOODWIN FIRE EQUIPMENT	07/09/2001	Fire Equipment Inspections	\$111.90
20121	589	GREG A. PARCHEM	07/09/2001	Refund for Overpayment on Patron Account	\$46.50
20122	590	GUMDROP BOOKS	07/09/2001	Books	\$3,544.74
20123	591	HERITAGE OFFICE PRODUCT	07/09/2001	Ink Cartridge, UPS Shipping Lease books	\$180.97
20124	592	HIGHSMITH CO. INC.	07/09/2001	Bookmarks, Poster's, Banner	\$48.35
20125	593	HP PRODUCTS CORP.	07/09/2001	2ply Towels, Scrubber Manifold Part	\$113.58
20126	594	INCOLSA	07/09/2001	Book Repair Workshp-3; MARC Format Basics-1; Mgmt. Institute Series-3	\$670.00
20127	595	INDIANA DEPT. OF WORKFOR	07/09/2001	Unemployment Compensation	\$328.96
20128	596	INFO USA MARKETING, INC.	07/09/2001	Continuations-Indiana Business Directory 2001-2002	\$1,090.00
20129	597	INGRAM	07/09/2001	Books	\$102.74
20130	598	INSPIRATIONAL BOOK DISTRI	07/09/2001	Books	\$59.03
20131	599	JASPER COUNTY FARM BURE	07/09/2001	Delivery of Refridgerator-Rens.	\$20.00
20132	600	J B'S LOCK & KEY SERVICE	07/09/2001	Repairs ot Bathroom Door-Lounge Dem.	\$65.00
20133	601	KATHRYN B. WEED	07/09/2001	Mileage-Kniman & DeMotte	\$25.53
20134	602	KOEN BOOK DISTRIBUTORS, I	07/09/2001	Books	\$53.41
20135	603	LEISURE ARTS	07/09/2001	Continuations-Spirit of Christmas	\$29.91
20136	604	LIBRARY VIDEO COMPANY	07/09/2001	Video's	\$127.34
20137	605	LYNN DAUGHERTY	07/09/2001	Mileage, Pruning Shears, UPS shipping	\$78.64
20138	606	MARLENE BEEDLE	07/09/2001	Mileage-Indiana on the Net Wrkshp. 6/19/01	\$81.77
20139	607	MBNA AMERICA BUSINESS C	07/09/2001	Scholastic bks., Workshop Accomodations-Evers/5-18-01; Law Posters	\$1,258.56
20140	608	METAL EDGE, INC	07/09/2001	Print & Negative Sleeves, White cotton Gloves	\$83.37

Printed on Friday, July 06, 2001

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20141	609	MicroWAREHOUSE	07/09/2001	Mouse/Keyboard cable, 8 Port Switch, 4 Port HUB, 7 ft & 3 ft cabling	\$666.22
20142	610	MIDWEST TAPE	07/09/2001	Video's & DVD's	\$62.96
20143	611	NIPSCO	07/09/2001	Demotte Utilites-5/17 - 6/19/01	\$2,611.27
20144	612	NORTHWESTERN INDIANA TE	07/09/2001	Telephone Service JUL '01-Dem	\$104.61
20145	613	OOMS DISPOSAL SERVICE IN	07/09/2001	Trash Removal Service;7/01-9/30;Dem	\$56.50
20146	614	PATTY STRINGFELLOW	07/09/2001	Mileage-Radio Remote Dem, Mgmt Mtg., HVAC tutorial	\$45.54
20147	615	POST TRIBUNE	07/09/2001	Newspaper Subscription 7/01-7/02;Dem.	\$156.00
20148	616	PUBLIC EMPLOYEES' RETIRE	07/09/2001	2nd Quarter Payment 2001	\$12,103.29
20149	617	PROQUEST INFORMATION & L	07/09/2001	Qrtly Microfilm of RR	\$72.20
20150	618	REGENT BOOK CO., INC.	07/09/2001	Continuation books	\$42.29
20151	619	RENSSELAER REPUBLICAN	07/09/2001	Legal Ads (KV Post & Rens. Rep.)-Capital Proj. Fund 'Notice of Adoption'	\$161.40
20152	620	SANDRA GERSBACH	07/09/2001	Window Washing-Rens	\$285.00
20153	621	SECURITY COURIERS CORP.	07/09/2001	Transport Between Branches;6/1 - 6/22	\$892.62
20154	622	SELECTVIDEO	07/09/2001	Video's	\$41.91
20155	623	STANDARD & POOR'S CORP.	07/09/2001	Continuations-Stock Guide, Bond Guide, Poor's Register, Stock Market Encyl.	\$1,760.58
20156	624	THINK TANK INFORMATION S	07/09/2001	10 units 64MB Memory	\$676.27
20157	625	THOMAS T. BEELER, PUBLISH	07/09/2001	Books	\$40.71
20158	626	TOM KROOSWYK PLMBG, HT	07/09/2001	Freon to east A/C unit, Reinstalled Thermostat, Oiled Blower motors on A/C units-Wheat	\$81.00
20159	627	TOWN OF DEMOTTE	07/09/2001	Sewer Service May '01-Demotte	\$50.26
20160	628	TOWN OF WHEATFIELD SEW	07/09/2001	Wheatfield Sewer Service July '01	\$41.05
20161	629	TRUGREEN	07/09/2001	Disease & Insect Application-Demotte	\$99.00
20162	630	TYSEN'S COUNTRY GROCER	07/09/2001	Demotte Children's Program Supplies	\$39.97
20163	631	ULINE	07/09/2001	Fem. Disposal Bags	\$57.60
20164	632	UNIQUE BOOKS, INC.	07/09/2001	Books	\$1,385.38
20165	633	UNIQUE MANAGEMENT SERVI	07/09/2001	Initial & Secondary Placements	\$80.56
20166	634	USA TODAY	07/09/2001	Newspaper Subscription;7/16/01 - 7/23/02;Wheat	\$119.00
20167	635	WALGREEN'S	07/09/2001	Batteries	\$5.49
20168	636	WAL-MART COMMUNITY BRC	07/09/2001	Program Supplies-R, D, W., Children's Prog. Sup.-R, wipes	\$42.01
20169	637	MicroWAREHOUSE	07/09/2001	Cable Kit for Switch	\$42.19
20170	638	KONE, INC.	07/09/2001	Elevator repair-adjusted contacts	\$693.36
0	639	PAYROLL	07/10/2001	PAYROLL	\$29,534.97

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$117,537.69

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 06, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$117,537.69

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

AUG.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, August 13, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

2002 Budget Hearing (R)

Discussion

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (R 9-10)
- D. Salary ordinance update (R 7)

General Business

- A. Treasurer's bond oath of office (R13)
- B. Extended hours (R 13)
- C. Rensselaer Library beverage policy (R16)
- E. DeMotte Library: heat tape (R 16)
- F. Appropriation transfer(R 14)

Action

Action

Action

Action

Action

Director's Report (R 13- R 16)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes July 9, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Sue Deardorff, Anne-Marie Egan, Mari Anne Sayler, Mike Crawford, Mark Heinig III, Tim Schultz, Lynn Daugherty, Gail Jung. **Absent:** Joan Floyd

Agenda/Consent Agenda: On a motion by S.Deardorff, seconded by M. Crawford, the Consent Agenda and Agenda items including, June Minutes, Financial Reports, and Public Relations/Information Policy (as is), were approved unanimously.

Oath of Office: M. Heinig, seniority board member, administered the Oath of Office to A-M Egan who subsequently signed her Certificate of Appointment to the Library Board.

DeMotte Lighting Contract: In order for the lighting project to qualify under PFEEF, work cannot begin until after August 9, 2001, the date for approval of the loan. However, KV Electric would like to begin ordering lighting materials as soon as possible. The board decided that cost savings for lighting improvements and reduction of attic heat from the lights which contributes to the ice damming at DeMotte Library, are important enough that the work should be done whether or not our PFEEF loan is approved. T. Schultz moved to give KV Electric the go-ahead to order materials with the understanding that work or invoicing would not commence before we learn the decision of the Indiana Recycling and Energy Development Board concerning our loan application. Motion seconded by M. Crawford. Unanimously approved.

The board will require KV Electric to put up a 100% Performance Bond on a motion by M. Heinig, seconded by M. Crawford. Motion passed on a 4-1 vote.

Expanded Library Hours: Results of our recent patron survey indicate that the public is beginning to request more 'open' evenings at DeMotte Library and Sundays at Rensselaer. M. Sayler moved to increase hours at DeMotte by opening one more evening per week. M. Crawford seconded the motion. Through discussions the board determined that more data was needed before a decision could be made. They did, however, agree that DeMotte's hours should be extended before extended hours are considered for Rensselaer. They requested that the DeMotte librarian's viewpoint be solicited and asked that figures from the October 2000 People Count be analyzed. M. Crawford moved, seconded by S. Deardorff, to table the motion and add it to the August Agenda. Motion passed.

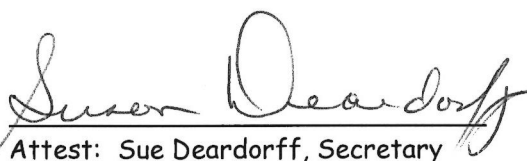
Wireless Network: Considering the options available to the library, the board felt the fiber optic cable between DeMotte Elementary School and the DeMotte Library would be preferable over a receiving dish/antenna or our own wireless tower system with Midway Electronics. The Board felt that the library could support up to 50% of the fee the school must pay to Midway Electronics for the wireless connection.

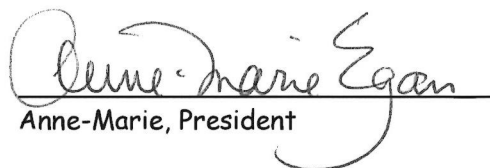
Director's Salary: M. Heinig moved, seconded by M. Crawford, to increase the director's 2002 salary at the recommended rate in the budget. Motion was unanimous. Rate is based on same increase as other staff increases.

2002 Budget Advertising: Beginning in 2002 the Assessed Valuation will be based on the *True* Assessed Valuation not the *Net* Assessed Valuation as in the past. The director is consulting the State Board of Tax Commissioners representative, Dave Stephani, on Tuesday, July 10, 2001, regarding the budget figures as presented, noting there could be adjustments to the figures if it was determined to be in our best interests by Mr. Stephani. S. Deardorff made a motion to approve the budget for advertising, as recommended by the Budget Committee. M. Crawford seconded the motion. Motion was unanimous. If any changes were needed the director would contact the board prior to submission to newspaper. Advertised tax levy requests are: \$840,000 for Operating Fund, \$389,406 for BIRF, and \$199,996 for Capital Projects Fund (CPF).

Rensselaer Trees: The ash trees on the south side of the library between the driveway and street have dead timber in them and are dying. Also, the catalpa trees are leaning and will appear unsightly when the ash trees are removed. The trees were planted, most likely, when the high school was built at this location in 1882. T. Schultz moved to get the best price for removal of ALL the trees along the south side. M. Saylor seconded the motion. Motion passed. The director will contact the media about the history of these trees, and request community donations for replacing them.

With no other business to discuss, the meeting adjourned at 8:45 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Anne-Marie, President

July 2001[illegible]

Fiction	72	0	2,235	125	0	2,566	85	213	992	5,793
Nonfiction	91	0	1,357	133	0	1,313	51	5	534	3,204

Fiction	73	0	2,285	79	0	2,274	63	146	968	5,527
Nonfiction	82	0	542	78	0	789	29	24	322	1,653

Magazines,Adult			605			442			175	1,222
Magazines, Child			89			45			32	166
Graphic Mat'l			0			15			0	15
Internet Use			186			662			96	944
Microforms										0
Sound Rec/Adult			405			625			250	1,280
Sound Rec/Child	8	0	91	21	0	85	1	3	31	207
Online Databases	0	0		6	0		2	0		
CD ROM software		0	122		0	161		0	129	412
Software	3	0		6	0		1	0		
Vertical Files	0	0	90	0	0	31		0	1	122
VHS/DVD	0	0	828	0	200	1,612		0	663	3,103
Equipment	7	0	0	32	0	6	20	2	0	6
TOTAL			8,835			10,626		0	4,193	23,654

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	50,585	58,967	26,302
Percent Increase/Decrease	-8.0%	30.1%	14.7%

MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	21,431	23,654	10.4%
Jan. to date circulation	167,740	177,994	6.1%

$$\pi$$
$$\omega$$

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
XX						XXXXXXXXXXXXXXXXXX
						ADULT BOOKS
13,695	13,767	13,294	13,419	8,341	8,213	Fiction
16,216	16,307	20,227	20,360	6,594	6,640	Nonfiction
						CHILDREN'S BKS
10,493	10,566	12,191	12,270	5,764	5,681	Fiction
6,761	6,843	7,912	7,990	3,208	3,213	Nonfiction
					0	Magazines,Adult
					0	Magazines,Child
2	2	349	349	3	3	Graphic Mat'l
0	0	0	0		0	Microforms
1,350	1,350	2,456	2,456	1,319	1,319	Sound Rec/Adult
300	308	324	345	249	247	Sound Rec/Child
				6	8	
112	112	135	135	50	50	CD ROM software
4	4	47	53	89	90	Software
						Vertical files
1,318	1,318	1,757	1,557	820	820	VHS
1	8	1	33	0	18	Equipment
50,252	50,585	58,693	58,967	26,443	26,302	TOTAL
XX						XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX

CIRCULATION BY ITEM FINE CODE
July 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	24	58	10	92
100 (1)	21	50	29	100
200 (2)	46	38	26	110
300 (3)	126	158	63	347
400 (4)	7	14	4	25
500 (5)	49	49	12	110
600 (6)	511	377	168	1056
700 (7)	251	195	100	546
800 (8)	29	43	22	94
900 (9)	166	138	40	344
B (10)	70	73	41	184
j000 (11)	9	3	6	18
j100 (12)	1	6	8	15
j200 (13)	5	14	3	22
j300 (14)	56	67	16	139
j400 (15)	8	29	5	42
j500 (16)	146	201	91	438
j600 (17)	70	188	65	323
j700 (18)	139	172	91	402
j800 (19)	17	29	7	53
j900 (20)	54	57	20	131
jB (21)	37	23	10	70
FIC (22)	1597	1558	772	3927
yaFIC (23)	57	147	54	258
LARGE PRINT (24)	74	76	15	165
jFIC (25)	382	453	128	963
jE (26)	1072	1208	532	2812
jER (27)	438	191	164	793
Magazines (28)	605	442	175	1222
Games/Toys (29)	0	13	0	13
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	1	0	1	2
jCassettes (33)	1	11	3	15
Compact Discs (34)	223	377	165	765
jCompact Discs (35)	12	4	9	25
Sound Recordings (36)	181	248	84	513
jSound Recordings (37)	78	70	19	167
CD ROM Software (38)	122	161	129	412
Vertical File (39)	90	31	1	122
Equipment (40)	0	6	0	6
yapFIC (41)	188	126	71	385
jpFIC (42)	393	422	144	959
Reference (43)	57	120	19	196
Genealogy (44)	0	0	0	0
jMagazines (45)	89	45	32	166
VHS (46)	783	1471	593	2847
Computer software (47)	0	0	0	0
Internet usage (49)	186	662	96	944
Textbooks (50)	0	0	0	0
Professional Collect.(51)	0	0	0	0
DVD (52)	15	11	70	96

Express books (53)	40	138	1	179
Free reads	279	513	79	871
Puzzles		2		2
Talking books		8		8
Assignment shelf books				0
TOTAL	8835	10626	4193	23654

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	147	32	101	22	202	44	450	98
LOCAL HISTORY								
In person		0	15	4		0	15	4
Letters written		0	5	5		0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	16	1	19	2		0	35	3
VCR Use	2	0	0	0		0	2	0
Microforms	5	1	89	12		0	94	13
CD ROM/Online databases	20	2	158	13	4	0	464	39
Typewriter use	2	0	0	0	2	0	4	0
Other equipment used	7	2	0	0	0	0	7	2
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	30	20		0	31	21
Notarized documents	4	1	3	1		0	7	2
Meeting Room Use (no. of groups)	22	7	9	3	5	2	36	12
Study room use	11	1	10	1		0	21	2
INTERLIBRARY LOANS								
Requests made for:	68	17	113	28	43	11	224	56
Items rec'd for:	56	28	117	59	18	9	191	96
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Borrowers--Start of month:	7432	7707	3062	18201
Borrowers--End of month:	7484	7766	3089	18339
Non-resident, paying	1	10	0	11
PLAC card users	0	1	0	1
Reciprocal borrowers	192	132	11	335

PROGRAMS

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	3	18	9	54	2	12	14	84
Number attending	267		235		98		600	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	20		15				35	
Adult Programs	0	0	5	30	2	12	7	42
Number attending	40		95		18		153	
Senior Citizen Programs	0	0	6	36	0	0	6	36
Number attending			43		3		46	
Total Number of Programs	4	24	21	126	4	24	29	174
Total Persons Attending	327		388		119		834	
Total Attending Same Month Last Yr.	255		253		103		611	
Total Staff Hours Spent		117		295		90		525
Hours Spent Same Month last year		94		185		67		346

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult Male (0)	890	10.6%	1473	14.8%	531	13.0%	2894	12.9%
Adult Female (1)	5220	62.0%	5253	52.7%	2547	62.2%	13020	57.9%
Juvenile 0-11 (2)	1502	17.8%	1534	15.4%	492	12.0%	3528	15.7%
YA 12-17 (3)	248	2.9%	550	5.5%	209	5.1%	1007	4.5%
Nonresident No Fee (4)	80	1.0%	226	2.3%	69	1.7%	375	1.7%
Board/Staff (5)	261	3.1%	586	5.9%	231	5.6%	1078	4.8%
School (6)	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College (7)	0	0.0%	23	0.2%	0	0.0%	23	0.1%
State Library Card (8)	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	0	0.0%	25	0.3%	0	0.0%	25	0.1%
Corporate (10)	24	0.3%	135	1.4%	14	0.3%	173	0.8%
Reciprocal (11)	193	2.3%	149	1.5%	3	0.1%	345	1.5%
Total	8419		9961		4096		22476	
All items borrowed by nonresidents	274	3.3%	430	4.3%	72	1.8%	776	3.5%

Salary Ordinance 2001
Updated 8/6/01

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Hopkins, Samantha	Page	\$5.80	substitute	R	9/1/99
Wireman, Rachel	Page	5.50/5.60	10	R	7/16/01
Zak, Laura	Page	5.50/5.60	10	R	8/1/01

Sandi Hesterman, Wheatfield library assistant for the past 5 years, will leave our employ early in September when her husband takes a new pastorate in Illinois.

Rachel Wireman will replace Emily Feicht as a Rensselaer page. Emily will be leaving to attend college. Rachel began on July 16, 2001.

Laura Zak began work on August 1, 2001 as a Rensselaer page, replacing Lindsey Bailey who will be leaving to attend college.

Samantha Hopkins has worked as a substitute page for several years and will be leaving to attend college.

We have examined and approved the changes in the salary ordinance. Dated August 13, 2001

Timothy M Schults

Mari Anne Sayler

Mike Hering

Susan Deardruff

John D. Lloyd

John A. Lloyd

Genevieve Egan

MEMORANDUM

Art Exhibit and Display Case Use Policy Bulletin Board Policy

Summary: The Policy Committee recommends no change in the Art Exhibit Policy. Two changes are recommended to the Bulletin Board Policy. They recommend eliminating military recruitment posters from our bulletin boards.

They also recommend adding the word "monetary" in the second to last paragraph.

Discussion: Bulletin board space is at a premium. We never have enough room. Our policy says "Individuals or nonprofit groups may advertise items or services for sale as space permits." The Rensselaer Library does not allow individuals to advertise, because of space considerations. The other libraries do. This is no problem. It conforms to our policy.

We need to find ways to offer more space for social service and nonprofit event notices. If we eliminate military recruitment posters, recruiters could still put their brochures in our pamphlet racks in the foyers.

The Lions Club has asked to put a box in the Rensselaer foyer to collect old eyeglasses. We feel this is a good service we can perform. We collect food on occasion for the Food Pantry. These services are not completely in accordance with our present policy, unless we add that word "monetary".

Vote: To approve the Art Exhibit and Display Case Policy as written, and to approve the Bulletin Board Policy with the recommended changes.

Bulletin Board Policy

JCPL bulletin boards and pamphlet racks in our foyers serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural or educational organizations may be accepted for display as space permits. Political or commercial advertisements and military recruitment posters shall not be accepted for display. Posters and notices may not be larger than $8\frac{1}{2} \times 11$.

Individuals or nonprofit groups may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for monetary contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; reviewed 8/95,8/99; revised 8/97; draft 8/01

Summer Reading Clubs: Results

Catch the Dragon by the Tail Summer Reading Club for grades K-5:

Rensselaer: 111 completed. Averaged 125 children at each weekly program

DeMotte: 150 children completed. Averaged 127 children at each weekly program.

Wheatfield: 64 completed. Averaged 58 children at each weekly program.

Books for Bucks program for Young Adults:

Young adults put their names in a jar for each book read. Weekly drawings are held for \$10 and \$5 cash. After reading 4 books, patron receives a choice of a pizza coupon or a pool pass.

DeMotte: 51 registered and read 267 books during the 6 week program. Averaged 10 at each weekly program.

Wheatfield: They had a similar program for young adults, but did not keep statistics.

Adult Summer Reading Program:

DeMotte: 292 adults participated, putting their names in a jar for each book they read. Weekly drawings were held.

JCPL FINANCIAL STATEMENT

July 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$146,732.77	\$827,450.58	\$7,679.00	\$727,043.75	\$358,228.39
Includes Investments of: \$280,000.00						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$687.87	\$4,793.98	\$1,337.57	\$3,454.35	\$4,084.82
DeMotte	\$1,051.81	\$451.88	\$2,192.49	\$722.57	\$2,063.79	\$923.11
Rensselaer	\$3,736.82	\$235.99	\$2,435.15	\$615.00	\$1,230.56	\$2,532.23
Wheatfield	\$635.82	\$0.00	\$166.34	\$0.00	\$160.00	\$629.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$68.58	\$610.62	\$23,389.08
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$70,537.50	\$0.00	\$214,929.98	\$227,889.13
Includes Investments of: \$144,351.03						
Capital Projects Fund	\$163,889.20	\$0.00	\$16,260.00	\$0.00	\$85,904.61	\$233,533.81
Includes Investments of: \$55,648.97						
Hospitality Fund	\$0.00	\$0.00	\$1,070.00	\$91.75	\$1,161.75	\$91.75
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,694.20	\$41,479.14	\$5,694.20	\$41,479.14	\$0.00
FICA Tax Collected	\$0.00	\$4,290.07	\$30,733.69	\$4,290.07	\$30,733.69	\$0.00
State Tax Collected	\$1,740.67	\$2,000.38	\$13,448.82	\$1,901.69	\$13,609.84	\$1,901.69
County Tax Collected	\$468.08	\$553.08	\$3,702.99	\$524.03	\$3,758.94	\$524.03
Deferred Comp.	\$0.00	\$2,552.00	\$18,136.70	\$2,552.00	\$18,136.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,919.22	\$12,545.78	\$1,919.22	\$12,545.78	\$0.00
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$0.00	\$9.00	\$0.00
Employee P.E.R.F.	\$4,186.03	\$4,401.23	\$12,882.25	\$1,586.49	\$10,282.71	\$1,586.49
Credit Union	\$0.00	\$150.00	\$750.00	\$150.00	\$750.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$168,980.82	\$1,053,872.43	\$27,794.60	\$1,164,410.86	\$851,439.19

Bank Balances
Jasper County Public Library
Report as of: 07/31/2001

<i>Bank</i>	
1 Peoples State Bank	\$343,254.80
2 Demotte State Bank	\$4,585.31
3 Lafayette Bank & Trust-LIRF	\$23,389.08
4 Cash on Hand	\$210.00
5 Fifth-Third Bank CD#002-0585926115	\$0.00
6 Fifth-Third Bank CD#002-0585926131	\$180,000.00
7 Fifth-Third Bank CD#002-0585926158	\$300,000.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13 Rens.Bank'g Ctr. CD#400037210	\$0.00
14 Rens. Bank'g Ctr. CD#400037126	\$0.00
15 Rens. Bank'g Ctr. CD#400037128	\$0.00
16 Rens. Bank'g Ctr. CD#400037161	\$0.00
17 Rens. Bank'g Ctr. CD#400037160	\$0.00
<i>Total all banks =</i>	\$851,439.19

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001		
				\$ 100,000.00		OPER			
				\$ 144,351.03		BIRF			
				\$ 55,648.97		CPF			
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001		

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				\$52,614.80		OPER		\$2,117.77	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				\$48,623.70		CPF		\$398.00	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				\$ 1,963.00		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				

08/01/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 07/01/2001 To 07/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$27,477.62	\$19,738.38	58.2
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$51,007.20	\$365,522.53	\$270,231.47	57.5
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,056.25	\$21,292.20	\$21,269.80	50.0
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,290.07	\$30,733.69	\$24,769.31	55.4
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$328.96	\$800.85	\$1,194.15	40.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$7,702.06	\$22,544.00	\$9,149.00	71.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$851.67	\$31,437.67	\$2,963.06	\$17,754.59	\$13,683.08	56.5
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$322.13	\$573.76	\$926.24	38.3
Subtotal	\$846,809.00	\$851.67	\$847,660.67	\$73,604.39	\$486,699.24	\$360,961.43	57.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$679.08	\$238.92	74.0
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$69.30	\$2,969.93	\$3,230.07	47.9
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$94.65	\$1,544.34	\$2,282.60	40.4
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$73.08	\$2,609.16	\$2,294.12	53.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$665.70	\$1,665.70	\$78.00	\$1,472.28	\$193.42	88.4
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$33.75	\$210.69	\$189.31	52.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$273.43	\$3,044.18	\$965.81	75.9
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3,249.39	(\$749.39)	130.0
Subtotal	\$24,360.00	\$823.91	\$25,183.91	\$622.21	\$15,779.05	\$9,404.86	62.7
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$14,791.25	\$14,791.25	(\$14,791.25)	#Div/0!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$187.50	\$687.50	\$812.50	45.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,815.00	\$2,185.00	63.6
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$379.23	\$4,734.82	\$2,265.18	67.6
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$195.58	\$2,606.90	\$2,320.37	52.9
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$341.21	\$4,129.78	\$2,870.22	59.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$100.00	\$8,100.00	\$893.43	\$5,889.03	\$2,210.97	72.7
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,901.14	\$5,098.86	36.3
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$161.40	\$627.34	\$872.66	41.8
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$55.00	\$195.00	22.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$1,011.14	\$19,633.46	\$6,366.54	75.5
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,505.65	\$23,086.17	\$22,913.83	50.2
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$542.70	\$407.30	57.1
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$235.71	\$1,383.92	\$1,016.08	57.7
3.61 BUILDING & STRUCTURES	\$48,000.00	\$2,087.23	\$50,087.23	\$938.36	\$15,579.48	\$34,507.75	31.1
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$111.90	\$271.52	\$5,728.48	4.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$276.65	\$3.35	98.8
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$85.00	\$2,298.03	\$301.97	88.4
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$46.50	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$1,072.18	\$44,562.49	\$9,045.01	83.1
Subtotal	\$279,195.00	\$21,485.00	\$300,680.00	\$25,025.84	\$164,561.57	\$136,118.43	54.7
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$274.99	\$44,699.99	\$30,889.26	\$36,624.81	\$8,075.18	81.9
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$15,539.20	\$78,303.03	\$75,302.42	51.0
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$611.20	\$18,243.90	\$5,756.10	76.0
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$440.67	\$27,238.98	\$32,817.97	45.4
Subtotal	\$278,425.00	\$3,937.39	\$282,362.39	\$47,480.33	\$160,410.72	\$121,951.67	56.8
Grand Total	\$1,428,789.00	\$27,097.97	\$1,455,886.97	\$146,732.77	\$827,450.58	\$628,436.39	56.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- #1 (Ace Hdw
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Filson
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b

Register of Claims
Jasper County Public Library

Report Date: From 07/01/2001 To 07/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20096	564	ANTHEM BLUE CROSS AND B	07/09/2001	July Health Premium-13 Employees	\$4,779.98
20097	565	AVC CORPORATION	07/09/2001	July Service Contract-Financial Computer	\$99.00
20098	566	BAKER & TAYLOR	07/09/2001	Books,AY, Gift Books, AV	\$5,747.58
20099	567	BETHANY HOUSE PUBLISHER	07/09/2001	Books	\$17.14
20100	568	BIERMA HARDWARE, INC.	07/09/2001	Spray Nine	\$12.59
20101	569	BOWKER	07/09/2001	American Library Directory 2001-2002	\$303.93
20102	570	CHARLOTTE FAGEN	07/09/2001	Balloons for Teen Read Week, Film Developing	\$26.49
20103	571	CHERYL WARRAN	07/09/2001	Substitute Janitorial	\$37.13
20104	572	COM GRAPH PUBLICATIONS	07/09/2001	Math Reference Book	\$28.00
20105	573	DAVIDSON TITLES INC.	07/09/2001	Books	\$44.77
20106	574	CULLIGAN	07/09/2001	July Water Rental	\$9.95
20107	575	DELL MARKETING L.P.	07/09/2001	25 Computers, Keyboards, Monitors, Workstations	\$27,502.00
20108	576	DEMCO	07/09/2001	Easel, Book Display Units, Norbond, Tape,. Signage	\$1,090.78
20109	577	DEMOTTE CHAMBER OF COM	07/09/2001	Membership Dues; July '01 - July '02	\$85.00
20110	578	DESIGN-AIRE CONSULTANTS,	07/09/2001	Consultation for DeMotte Lib.-Plans/Specifications for revisions to HVAC and Electrical	\$14,791.25
20111	579	DIANA KOOY	07/09/2001	Mileage-Bk. Discussion, Database Comm. Mtg, Powerpoint Mtg., Indy Workshop	\$136.62
20112	580	DUMAS & MORIARTY, L.L.P.	07/09/2001	Conference re Review Specifications on DeMotte Project	\$187.50
20113	581	EDUCATIONAL RESOURCES	07/09/2001	Office Pro License	\$72.00
20114	582	FACTS ON FILE, INC.	07/09/2001	Continuations- Forms on File	\$317.79
20115	583	FACTS ON FILE NEWS SERVI	07/09/2001	Today's Science on File-D	\$264.00
20116	584	FASE'S WATER TREATMENT	07/09/2001	Redout for Softener-Dem	\$78.00
20117	585	GAIL JUNG	07/09/2001	Rens. Petty Cash-Postage, Copies, file trays, After-School prog. Sup., vinegar	\$38.43
20118	586	GALE GROUP	07/09/2001	Continuations-Directory of Publications & Broadcasting	\$717.81
20119	587	GAYLORD BROS.	07/09/2001	6 Tier Modular Display Unit, Packing Carton	\$978.44
20120	588	GOODWIN FIRE EQUIPMENT	07/09/2001	Fire Equipment Inspections	\$111.90
20121	589	GREG A. PARCHEM	07/09/2001	Refund for Overpayment on Patron Account	\$46.50
20122	590	GUMDROP BOOKS	07/09/2001	Books	\$3,544.74
20123	591	HERITAGE OFFICE PRODUCT	07/09/2001	Ink Cartridge, UPS Shipping Lease books	\$180.97
20124	592	HIGHSMITH CO. INC.	07/09/2001	Bookmarks, Poster's, Banner	\$48.35
20125	593	HP PRODUCTS CORP.	07/09/2001	2ply Towels, Scrubber Manifold Part	\$113.58
20126	594	INCOLSA	07/09/2001	Book Repair Workshop-3; MARC Format Basics-1; Mgmt. Institute Series-3	\$670.00
20127	595	INDIANA DEPT. OF WORKFOR	07/09/2001	Unemployment Compensation	\$328.96
20128	596	INFO USA MARKETING, INC.	07/09/2001	Continuations-Indiana Business Directory 2001-2002	\$1,090.00
20129	597	INGRAM	07/09/2001	Books	\$102.74
20130	598	INSPIRATIONAL BOOK DISTRI	07/09/2001	Books	\$59.03
20131	599	JASPER COUNTY FARM BURE	07/09/2001	Delivery of Refrigerator-Rens.	\$20.00
20132	600	J B'S LOCK & KEY SERVICE	07/09/2001	Repairs ot Bathroom Door-Lounge Dem.	\$65.00
20133	601	KATHRYN B. WEED	07/09/2001	Mileage-Kniman & DeMotte	\$25.53
20134	602	KOEN BOOK DISTRIBUTORS, I	07/09/2001	Books	\$53.41
20135	603	LEISURE ARTS	07/09/2001	Continuations-Spirit of Christmas	\$29.91
20136	604	LIBRARY VIDEO COMPANY	07/09/2001	Video's	\$127.34
20137	605	LYNN DAUGHERTY	07/09/2001	Mileage, Pruning Shears, UPS shipping	\$78.64
20138	606	MARLENE BEEDLE	07/09/2001	Mileage-Indiana on the Net Wrkshp. 6/19/01	\$81.77
20139	607	MBNA AMERICA BUSINESS C	07/09/2001	Scholastic bks., Workshop Accomodations-Evers/5-18-01; Law Posters	\$1,258.56
20140	608	METAL EDGE, INC	07/09/2001	Print & Negative Sleeves, White cotton Gloves	\$83.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20141	609	MicroWAREHOUSE	07/09/2001	Mouse/Keyboard cable, 8 Port Switch, 4 Port HUB, 7 ft & 3 ft cabling	\$666.22
20142	610	MIDWEST TAPE	07/09/2001	Video's & DVD's	\$62.96
20143	611	NIPSCO	07/09/2001	Demotte Utilites-5/17 - 6/19/01	\$2,611.27
20144	612	NORTHWESTERN INDIANA TE	07/09/2001	Telephone Service JUL '01-Dem	\$104.61
20145	613	OOMS DISPOSAL SERVICE IN	07/09/2001	Trash Removal Service;7/01-9/30;Dem	\$56.50
20146	614	PATTY STRINGFELLOW	07/09/2001	Mileage-Radio Remote Dem, Mgmt Mtg., HVAC tutorial	\$45.54
20147	615	POST TRIBUNE	07/09/2001	Newspaper Subscription 7/01-7/02;Dem.	\$156.00
20148	616	PUBLIC EMPLOYEES' RETIRE	07/09/2001	2nd Quarter Payment 2001	\$12,103.29
20149	617	PROQUEST INFORMATION & L	07/09/2001	Qrtly Microfilm of RR	\$72.20
20150	618	REGENT BOOK CO., INC.	07/09/2001	Continuation books	\$42.29
20151	619	RENSSELAER REPUBLICAN	07/09/2001	Legal Ads (KV Post & Rens. Rep.)-Capital Proj. Fund 'Notice of Adoption'	\$161.40
20152	620	SANDRA GERSBACH	07/09/2001	Window Washing-Rens	\$285.00
20153	621	SECURITY COURIERS CORP.	07/09/2001	Transport Between Branches;6/1 - 6/22	\$892.62
20154	622	SELECTVIDEO	07/09/2001	Video's	\$41.91
20155	623	STANDARD & POOR'S CORP.	07/09/2001	Continuations-Stock Guide, Bond Guide, Poor's Register, Stock Market Encyl.	\$1,760.58
20156	624	THINK TANK INFORMATION S	07/09/2001	10 units 64MB Memory	\$676.27
20157	625	THOMAS T. BEELER, PUBLISH	07/09/2001	Books	\$40.71
20158	626	TOM KROOSWYK PLMBG, HT	07/09/2001	Freon to east A/C unit, Reinstalled Thermostat, Oiled Blower motors on A/C units-Wheat	\$81.00
20159	627	TOWN OF DEMOTTE	07/09/2001	Sewer Service May '01-Demotte	\$50.26
20160	628	TOWN OF WHEATFIELD SEW	07/09/2001	Wheatfield Sewer Service July '01	\$41.05
20161	629	TRUGREEN	07/09/2001	Disease & Insect Application-Demotte	\$99.00
20162	630	TYSEN'S COUNTRY GROCER	07/09/2001	Demotte Children's Program Supplies	\$39.97
20163	631	ULINE	07/09/2001	Fem. Disposal Bags	\$57.60
20164	632	UNIQUE BOOKS, INC.	07/09/2001	Books	\$1,385.38
20165	633	UNIQUE MANAGEMENT SERVI	07/09/2001	Initial & Secondary Placements	\$80.56
20166	634	USA TODAY	07/09/2001	Newspaper Subscription;7/16/01 - 7/23/02;Wheat	\$119.00
20167	635	WALGREEN'S	07/09/2001	Batteries	\$5.49
20168	636	WAL-MART COMMUNITY BRC	07/09/2001	Program Supplies-R, D, W., Children's Prog. Sup.-R, wipes	\$42.01
20169	637	MicroWAREHOUSE	07/09/2001	Cable Kit for Switch	\$42.19
20170	638	KONE, INC.	07/09/2001	Elevator repair-adjusted contacts	\$693.36
0	639	PAYROLL	07/10/2001	PAYROLL	\$29,534.97
20171	640	ALIAC	07/10/2001	Deffered Compensation Contributions	\$1,276.00
20172	641	INCOLSA	07/10/2001	Providing Health Information to the Public-Wrkshp 8/3/01	\$20.00
20173	642	LA-PORTER FEDERAL CREDIT	07/10/2001	Withheld from Payroll 10 JUL '01	\$75.00
20174	643	SPRINT	07/10/2001	Long Distance Service JUN '01;R,D,W	\$49.66
0	644	INDIANA DEPARTMENT OF RE	07/20/2001	State & County Tax Withheld JUN '01	\$2,553.46
0	645	INTERNAL REVENUE SERVIC	07/11/2001	FICA & FED Tax Withheld 10 JUL '01	\$7,275.45
20175	646	SPRINT	07/11/2001	Payphone-July service	\$50.51
0	649	JASPER COUNTY PUBLIC LIB	07/11/2001	CD at Fifth-Third Bank Matured	\$150,000.00
0	650	PAYROLL	07/25/2001	PAYROLL	\$28,463.14
20176	651	ALIAC	07/25/2001	Deferred Compensation Plan	\$1,276.00
20177	652	ANTHEM LIFE	07/25/2001	AUG '01 Life Ins. Premium	\$102.30
20178	653	CITY OF RENSSELAER	07/25/2001	Utilities 6/8 - 710/01;Rens	\$2,275.08
20179	654	LA-PORTER FEDERAL CREDIT	07/25/2001	Withheld from Payroll 25 JUL '01	\$75.00
20180	655	SPRINT	07/25/2001	Loca Phone Service;JUL '01-Wheatfield	\$174.45
0	656	INTERNAL REVENUE SERVIC	07/25/2001	FICA & FED Tax Withheld 25 JUL 01	\$6,998.89
20181	657	NIPSCO	07/25/2001	Wheatfield Utilities-6/13-7/13/01	\$778.19

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$318,980.82

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 01, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$318,980.82

Date this 13th day of August, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

July 31, 2001

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,204.44	\$15,633.46
DeMotte	\$885.59	\$6,355.59		
Rensselaer	\$862.20	\$6,337.70		
Wheatfield	\$456.65	\$2,940.17		
PHOTOCOPIES:			\$448.45	\$4,086.98
DeMotte	\$133.95	\$1,841.31		
Rensselaer	\$249.40	\$1,744.97		
Wheatfield	\$65.10	\$500.70		
CARDS:			\$62.00	\$666.00
DeMotte	\$30.00	\$258.00		
Rensselaer	\$18.00	\$302.00		
Wheatfield	\$14.00	\$106.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$1,809.44	\$13,237.15
Checking/Repurchase/Savings	\$634.44	\$4,250.71		
CD's & Investments	\$1,175.00	\$8,986.44		
TAXES:			\$2,719.05	\$686,861.12
Property Tax	\$0.00	\$370,147.55		
License Excise Tax	\$0.00	\$34,906.16		
Financial Institution Tax	\$0.00	\$647.35		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,669.01		
Local Option/Certified Shares	\$0.00	\$247,950.50		
Local Option/Property Tax Repl.	\$0.00	\$26,821.50		
State Distribution	\$2,719.05	\$2,719.05		
REFUNDS:			\$435.62	\$6,559.04
Insurance	\$0.00	\$4,438.52		
Rebates	\$0.00	\$120.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA(Anthem Ins)Reimburseme	\$435.62	\$1,287.29		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment Sale	\$0.00	\$62.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$7,679.00	\$727,043.75
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$1,337.57	\$3,454.35
DeMotte	\$722.57	\$2,063.79		
Rensselaer	\$615.00	\$1,230.56		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$68.58	\$610.62
BOND & INTEREST REDEMPTION FUND			\$0.00	\$214,929.98
Property Tax	\$0.00	\$194,337.13		
License Excise Tax	\$0.00	\$18,326.64		
Financial Institution Tax	\$0.00	\$339.88		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,926.33		
CAPITAL PROJECTS FUND:			\$0.00	\$85,904.61
Interest Earned	\$0.00	\$4,158.65		
Property Tax	\$0.00	\$73,913.73		
License Excise Tax	\$0.00	\$6,970.30		
Financial Institution Tax	\$0.00	\$129.27		
CVET(Commercial Vehicle Excise)	\$0.00	\$732.66		
ST/HOSPITALITY FUND:			\$91.75	\$1,161.75
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$9,176.90	\$1,033,105.06

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	FO
WITHHOLDING ACCOUNT FUNDS:					
			\$18,617.70	\$131,305.80	
FIT Tax Collected	\$5,694.20	\$41,479.14			
FICA Collected	\$4,290.07	\$30,733.69			
State Tax Collected	\$1,901.69	\$13,609.84			
County Tax Collected	\$524.03	\$3,758.94			
Deferred Comp Plan	\$2,552.00	\$18,136.70			
#125 Pre-tax Plan	\$1,919.22	\$12,545.78			
Life/Health Insurance	\$0.00	\$9.00			
PERF	\$1,586.49	\$10,282.71			
Credit Union	\$150.00	\$750.00			
TOTAL RECEIPTS - ALL FUNDS.....			\$27,794.60	\$1,164,410.86	

Register of Claims
Jasper County Public Library

Report Date: From 08/01/2001 To 08/13/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	658	PAYROLL	08/10/2001	PAYROLL	\$31,709.54
20182	659	ALIAC	08/10/2001	Deferred Compensation Contributions	\$1,276.00
20183	660	ANTHEM BLUE CROSS AND B	08/10/2001	August Health Premiums	\$4,792.84
20184	661	LA-PORTER FEDERAL CREDIT	08/10/2001	Withheld From Payroll 10 AUG '01	\$75.00
20185	662	NIPSCO	08/10/2001	Utilities 6/19 -7/19/01;Demotte	\$2,426.24
20186	663	NORTHWESTERN INDIANA TE	08/10/2001	Telephone Service-Aug '01;Demotte	\$26.41
20187	664	SPRINT	08/10/2001	Long Distance Service AUG '01-Ren, Dem, Wheat	\$112.01
20188	665	TOWN OF DEMOTTE	08/10/2001	Sewer Service- JUN '01-Demotte	\$50.26
20189	666	TOWN OF WHEATFIELD SEW	08/10/2001	Sewer Service AUG '01-Wheatfield	\$41.05
20190	667	ACE HARDWARE	08/13/2001	Paint, brushes, organizer, anchormens, padlock, outdoor bulb	\$49.80
20191	668	ALCO DISCOUNT STORE #290	08/13/2001	Film, Ch. "Brush-Up" Program supplies/prizes @ DeMotte	\$141.83
20192	669	AMERICAN LIBRARY ASSN	08/13/2001	ALA Posters	\$34.00
20193	670	AVC CORPORATION	08/13/2001	August Service Contract for Financial Comp.	\$99.00
20194	671	BAKER & TAYLOR	08/13/2001	Books, Continuations, Auto. Yours, Gift Books, AV	\$11,174.37
20195	672	BARNES & NOBLE	08/13/2001	Books, Audiobooks, etc.	\$758.90
20196	673	BEST BUY CO., INC.	08/13/2001	Videos, Software, CD-ROMs	\$1,277.20
20197	674	BETHANY HOUSE PUBLISHER	08/13/2001	Books	\$28.29
20198	675	BROWN'S WEST SIDE GARDE	08/13/2001	Lawn Mowing-April, May, June @ Rens.	\$1,560.00
20199	676	CHEM-TECH INTERNATIONAL,	08/13/2001	Boiler chemicals @ DeMotte Lib.	\$204.00
20200	677	CHERYL WARRAN	08/13/2001	Substitute Janitoress @ Wheatfield Lib.	\$148.50
20201	678	CLAWSON COMMUNICATIONS	08/13/2001	Rack w/keyboard shelf in system Computer Room	\$435.00
20202	679	CONSOLIDATED INSURANCE	08/13/2001	Treasurer's Bond 8/10/01-02 (Heinig)	\$100.00
20203	680	CROSSWIND SERVICES, INC.	08/13/2001	Computer Adapter & Cable	\$13.00
20204	681	CULLIGAN	08/13/2001	Cooler rental & water @ Wh. Lib.	\$54.50
20205	682	D&J LAWN CARE, INC.	08/13/2001	Lawn Mowing & Spring Cleanup/Pruning @ DeM.	\$840.00
20206	683	DEMCO	08/13/2001	Subject labels, File Cases, Audio Albums, Video Cases, Book Cleaner, Adhesive, Book Jackets, Shelf Finders	\$1,134.92
20207	684	DIANA KOOY	08/13/2001	Mileage	\$59.34
20208	685	DIANE KROS	08/13/2001	Mileage	\$25.88
20209	686	DIANE OPOLSKI	08/13/2001	Workshop expense	\$7.64
20210	687	ELLISON EDUCATIONAL EQUI	08/13/2001	Die Storage Rack	\$55.00
20211	688	EVA CORPORATION	08/13/2001	Magazine Subscriptions-1 yr. @ Rens. Lib.	\$40.42
20212	689	FASE'S WATER TREATMENT	08/13/2001	Redout for Water Softner	\$39.00
20213	690	GA FOODS GROUP	08/13/2001	Summer Reading Program @ Rens. Expense	\$7.17
20214	691	GAIL JUNG	08/13/2001	Mileage	\$86.94
20215	692	GALE GROUP	08/13/2001	Continuations-Books	\$365.50
20216	693	GAYLORD BROS.	08/13/2001	Children's Workstation -Rens.	\$178.55
20217	694	GIESLER ELECTRIC, INC	08/13/2001	Repairs to Light Fixtures, receptacles, Elevator voltage, water damage to elec boxes/floor phone jacks	\$368.00
20218	695	GLENDA BROWN	08/13/2001	Video	\$19.98
20219	696	HERITAGE OFFICE PRODUCT	08/13/2001	Water damage to Copier repairs, inkjet cartridges, Wheatfield Lib. copier drum	\$846.13
20220	697	HP PRODUCTS CORP.	08/13/2001	Cleaning Supplies, Scrubber repair parts, trash bags	\$817.19
20221	698	INCOLSA	08/13/2001	INTERNET 3-Site licenses	\$5,183.50
20222	699	INDIANAPOLIS STAR	08/13/2001	7-day Newspaper Subscription-1 yr. @ DeMotte	\$286.00
20223	700	INGRAM	08/13/2001	Paperback Books	\$8.50
20224	701	INSPIRATIONAL BOOK DISTRI	08/13/2001	Christian Books	\$32.42
20225	702	JASPER COUNTY HOSPITAL	08/13/2001	Qtly. Water Testing-DeMotte Lib.	\$27.00

Printed on Tuesday, August 07, 2001

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20226	703	J B'S LOCK & KEY SERVICE	08/13/2001	Install lock on map case; Exit door closure repairs @ DeM.	\$205.00
20227	704	JENNIFER L. EVERS	08/13/2001	Mileage	\$60.72
20228	705	KAPER'S BUILDING MATERIAL	08/13/2001	Insulation Batting @ DeMotte (water damaged)	\$47.23
20229	706	KEM'S TRUSTWORTHY HARD	08/13/2001	Acrylic Corner Guards @ Wh. Lib.	\$13.14
20230	707	KEVIN GIBSON	08/13/2001	Water damage cleanup, painting jobs, repair drawer, remove shelves, clean gutters, etc.	\$290.00
20231	708	KOEN BOOK DISTRIBUTORS, I	08/13/2001	Books	\$43.20
20232	709	KONE, INC.	08/13/2001	Elevator Repairs & Qtly Mtnce contract 7/1-10/1/01	\$1,488.87
20233	710	LAWN CARE CONSULTANTS	08/13/2001	Mowing, Landscaping, pruning, fertlizing, grub control	\$949.00
20234	711	LINDA THOMPSON	08/13/2001	Microsoft Word Workshop Mileage/Expense	\$22.49
20235	712	LISA RUSHER	08/13/2001	Winnie The Pooh Program supplies; mileage	\$41.63
20236	713	LYNN DAUGHERTY	08/13/2001	Mileage, Professional Collection book	\$144.16
20237	714	M. LEE SMITH PUBLISHERS LL	08/13/2001	Employment Law Center Newsletter subscription	\$367.00
20238	715	MARY MOLENAAR	08/13/2001	Incolsa workshop & expense	\$69.39
20239	716	MICROMARKETING,LLC	08/13/2001	Videos	\$54.75
20240	717	MIDWEST TAPE	08/13/2001	Videos	\$25.18
20241	718	ON CUE #6106	08/13/2001	DVD's & CD-Rom	\$163.92
20242	719	POSTMASTER GENERAL	08/13/2001	Postage: 20 postcards, 2000-34c, 100-1c, 100-4c, 200-10c, 200-50c, 40-\$1, 50-23c, 100-5c	\$865.90
20243	720	PRECISION CONTROL SYSTE	08/13/2001	Rens. Lib. temperature adjustment; Chiller alarm on; ac coils cleaned; Roof Water Leak @ Air intake chimney-DeM.	\$577.00
20244	721	QUILL	08/13/2001	Office, book & AV processing, library supplies	\$857.37
20245	722	REBECCA GIBSON	08/13/2001	labeler tape, mileage	\$101.37
20246	723	RECORDED BOOKS, LLC	08/13/2001	Audiobooks	\$1,291.35
20247	724	RENSSELAER LUMBER CO.	08/13/2001	Ceiling Tile replacements-water damage @ DeM. Lib.	\$88.50
20248	725	RENSSELAER REPUBLICAN	08/13/2001	Rens. Chamber Advertisement, Legal Notices	\$457.38
20249	726	SECURITY COURIERS CORP.	08/13/2001	Courier Service b/w branches, 6/29-7/27/01	\$1,106.21
20250	727	SERVICEMASTER BY HAY	08/13/2001	Carpet Cleaning/Restoration @ DeM. Lib.	\$2,696.50
20251	728	SHOWCASES	08/13/2001	CD cases	\$118.80
20252	729	SUNCOAST #3009	08/13/2001	Videos, DVD	\$366.20
20253	730	LIBRARY STORE, INC.	08/13/2001	Video Labels, Seasonal labels, Xacto blades	\$22.57
20254	731	THOMAS T. BEELER, PUBLISH	08/13/2001	Large Print Books	\$27.32
20255	732	TOM KROOSWYK PLMBG, HT	08/13/2001	A/C Thermostat @ Wh. Lib.	\$215.21
20256	733	TYSEN'S COUNTRY GROCER	08/13/2001	DeM. Summer Reading, Film Developing, Janitorial Supplies	\$197.39
20257	734	TYSEN'S FAMILY FOOD CENT	08/13/2001	Wh. Summer Reading supplies	\$7.63
20258	735	UNIQUE MANAGEMENT SERVI	08/13/2001	Initial & Secondary Placements	\$500.17
20259	736	VIKING OFFICE PRODUCTS	08/13/2001	Copy Paper, Envelopes	\$195.14
20260	737	WAL-MART COMMUNITY BRC	08/13/2001	Book Cleaner Wipes, Brushes for craft, videos, DVDs, Back to school program supplies, etc.	\$815.62
20261	738	WICK'S AIR FILTER SERVICE,	08/13/2001	Pleated Air Filters @ Wh. Lib.	\$70.34
20262	739	WORLD BOOK INC., SCHOOL	08/13/2001	Animals of the World set	\$119.00
20263	740	INDIANA LIBRARY FEDERATIO	08/13/2001	ILF-CYPD Conference, 9/9-9/10/01	\$97.00

Warrant Claim

Number	Number	Name of Claimant	Date	Explanation	Total
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Total Amount of Claims					\$81,796.47
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I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 07, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$81,796.47

Date this 13th day of August, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

SEPT.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, September 10, 7:00 PM
Wheatfield Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (Board/Staff Privilege, Group Visit) (R 11)
- D. Salary ordinance update (R 7)

General Business

- A. 2002 Budget adoption (R 17) Action
- B. Wheatfield Annual Report Information
- C. Circulation policy (R 11-R 16) Action
- D. Building and grounds improvements (R 9-10)
 - 1. General guidelines Action
 - 2. Wheatfield meeting room Action
 - 3. DeMotte grounds Action
- E. Sale of library equipment/materials (R 18-R 19)) Action

Director's Report (R 17- R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes August 13, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mike Crawford, Sue Deardorff, Anne-Marie Egan, Joan Floyd, Mark Heinig III, Mari Anne Sayler, Tim Schultz, Lynn Daugherty, Gail Jung. Guest: Rebecca Gibson

Budget Hearing: There were no comments concerning the advertised budget from the taxpayers of Jasper County. Hearing was then closed and regular board meeting followed.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by M. Heinig, the Consent Agenda and Agenda items including, July Minutes, Financial Reports, and Art Exhibit & Display case Policy, and minor changes to Bulletin Board Policy, were approved unanimously.

Oath of Office: M. Heinig took the Treasurer's Oath of Office, administered by A-M Egan, for a one-year term beginning August 10, 2001.

Extended Hours @ DeMotte Library: R. Gibson noted the patrons of the DeMotte Library would welcome an additional evening to be open. Staffing would need to be increased as well however. According to L. Daugherty, the 2002 proposed budget does allow for an increase in staff hours at DeMotte. M. Crawford moved, seconded by M. Sayler, to extend the hours at DeMotte Library on Tuesdays until 8:00 PM beginning January 2002. Motion passed.

Beverage Policy: A new trend in libraries is to offer a coffee corner within the library making it more appealing to patrons. These libraries have not reported any problems of damage to materials, or a need for extra cleanup. In view of this the Rensselaer Library would like to allow patrons the freedom to bring non-alcoholic covered container drinks into the library on a trial basis. S. Deardorff moved that Rensselaer Library patrons be allowed to bring covered container drinks into the library. M. Crawford seconded the motion. All were in favor. The Food, Tobacco, & Alcohol Policy would reflect the change for the Rensselaer Library only.

Roof Heat Tape: The lighting changes at the DeMotte Library will reduce the amount of heat entering the attic area, which has in the past contributed to ice damming there. As another precautionary measure the director proposed that we go ahead and install the heat tape that had been purchased earlier. Installation costs are anticipated to be no more than \$500. On a motion by M. Crawford, seconded by M. Heinig, the board approved spending up to \$500 for installation of heat tape at DeMotte Library. Motion carried.

Appropriation Transfer: The contract with Design-Aire for engineering services left a negative balance in the 3.12 appropriation. Mike Lavelle, Design-Aire, has also assisted in

the preparation for a PFEF loan. Expenses for these services are outside the scope of the contract. T. Schultz moved, seconded by M. Crawford, to transfer \$15,000 from 3.94 (Transfer to LIRF) to the appropriation 3.12 (Engineering & Arch. Services).

DeMotte Lib. Water Damage: The relief air vent on the HVAC system broke on July 17th spewing water over circulation and workroom areas. Five others were found to have loose solder connections within the relief air vent itself. It is suspected that a chemical interaction could be the cause, since the heat factor had been ruled out and no boiler malfunctions were found. Rensselaer Library has similar chemicals in their system and the same problem could occur there. Price Ketchum, head of Building and Grounds at KV School Corporation also uses chemicals in their system. Engineers there are questioning the use of polypropylene glycol vs. ethanol glycol, worrying that chemical mixtures could damage the system. This is under investigation. The outcome of these findings will have a bearing on what chemicals we add back to our heating system. Presently, the DeMotte boiler is half-filled with water only in anticipation of adding chemicals later.

The board encouraged the library to seek out an independent lab to run tests on the relief air vent for further analysis for cause of problem, and to inquire whether the insurance company would cover the expense.

Data Communication Lines: Sprint is still having difficulty with the Wheatfield 256kb line. It appears they are missing a link between Plymouth-Kouts-Wheatfield. They are aware of our need for expediency. Midway Electronics is proceeding quickly to have the DeMotte-Rensselaer wireless connection in place by Wednesday, August 22.

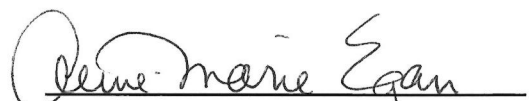
Trees: The trees are slated for removal along Susan Street during August 20-22. However, the catalpa on the corner appears to be healthy and not in need of removal.

Jasper Foundation: M. Crawford urged the library to do all they can to encourage donations to the library's memorial fund in the Jasper Foundation citing that Lilly offers matching grants up to \$5000. JCPL Endowment brochures will be ready for distribution the week of August 20th.

Indiana Library Federation: Advance reservations must be submitted by August 20 by board members wishing to attend District 1 (Oct 2) or District 2 (Sep 26) Conference.

With no other business to discuss, the meeting adjourned at 8:45 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

August 2001

MONTHLY SYSTEM STATISTICS	2000	2001	% change
Circulation	21,726	23,163	6.6%
Jan. to date circulation	189,466	201,157	6.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
12,650	12,535	11,794	11,794	7,882	7,882 Fiction
15,079	15,076	21,056	21,059	8,014	8,020 Nonfiction
					CHILDREN'S BKS
10,706	10,684	12,356	12,356	6,321	6,321 Fiction
7,789	7,790	8,186	8,186	3,834	3,834 Nonfiction
					YA BOOKS
1,864	1,776	2,265	2,266	1,364	1,364 Fiction
605	605	503	504	128	128 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
997	983	1,709	1,717	1,174	1,176 Sound Rec/Adult
293	293	364	364	271	271 Sound Rec/Child
25	25	16	16	1	1 Online Databases
126	124	191	192	125	125 Software
					Vertical Files
1,282	1,283	2,191	2,192	905	908 VHS/DVD
2	2	2	2	2	2 Equipment
51,418	51,176	60,773	60,788	30,021	30,032 TOTAL
XX					

CIRCULATION BY ITEM FINE CODE
Aug 1-21, 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	17	23	9	49
100 (1)	20	37	16	73
200 (2)	14	22	12	48
300 (3)	82	96	57	235
400 (4)	6	22	1	29
500 (5)	22	31	17	70
600 (6)	301	185	117	603
700 (7)	122	105	73	300
800 (8)	16	19	9	44
900 (9)	79	63	35	177
B (10)	36	44	31	111
j000 (11)	10	1	4	15
j100 (12)	2	9	8	19
j200 (13)	6	7	0	13
j300 (14)	36	38	16	90
j400 (15)	5	8	0	13
j500 (16)	66	139	61	266
j600 (17)	91	64	49	204
j700 (18)	130	101	42	273
j800 (19)	10	6	8	24
j900 (20)	23	23	9	55
jB (21)	42	14	4	60
FIC (22)	962	854	418	2234
yaFIC (23)	58	92	33	183
LARGE PRINT (24)	72	39	23	134
jFIC (25)	233	252	59	544
jE (26)	811	801	297	1909
jER (27)	231	185	129	545
Magazines (28)	363	160	104	627
Games/Toys (29)	0	2	0	2
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	1	1	0	2
jCassettes (33)	12	3	1	16
Compact Discs (34)	140	212	80	432
jCompact Discs (35)	8	2	0	10
Sound Recordings (36)	111	118	51	280
jSound Recordings (37)	64	30	5	99
CD ROM Software (38)	76	118	40	234
Vertical File (39)	3	0	4	7
Equipment (40)	0	0	0	0
yapFIC (41)	100	85	26	211
jpFIC (42)	226	206	59	491
Reference (43)	0	1	0	1
Genealogy (44)	0	0	0	0
jMagazines (45)	40	24	12	76
VHS (46)	559	972	340	1871
Computer software (47)	0	0	0	0
Internet usage (49)	116	451	69	636
Textbooks (50)	0	0	0	0
Professional Collect.(51)	0	0	0	0
DVD (52)	27	142	55	224

Express books (53)	25	59		84
Free reads		0		0
Puzzles				0
Talking books				0
Assignment shelf books				0
TOTAL	5374	5866	2383	13623

**CIRCULATION BY HOLDINGS CODE
AUGUST 2001**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	4	2	1	7
Award Winner JE (AJE)	4			4
Award Winner JFIC (AJF)	1	2		3
Award Winner JNF (AJNF)	2			2
Award Winner JPFIC (AJPF)	1	2		3
Award Winner YAFIC (AYAF)	3	2		5
Award Winner YAPFIC (AYPF)				0
Biography (BIO)	20	31	6	57
Books on Tape (BKT)	58	104	32	194
Compact Disc (CD)	59	160	49	268
DVD	21	89	16	126
Equipment (EQP)				0
See librarian (RERR)	2			2
Express Book (EXP)	11	48		59
Fiction (FIC)	613	672	255	1540
Genealogy (GENE)				0
Genealogy Mag (GMAG)				0
Gen. Milroy Coll (GMIL)				0
Games/Toys (GT)				0
Internet (INTR)	2	136	52	190
Juv. Biography (JBIO)	8	6	1	15
Juv. Book on Tape (JBKT)	61	20	3	84
Juv. Compact Disc (JCD)	3	2	2	7
Juvenile Easy (JE)	446	493	196	1135
Juv. Easy Reader (JER)	153	54	49	256
Juv. Fiction (JFIC)	109	117	30	256
Juv. Magazine (JMAG)	21	7	23	51
Juv. Music Cassette (JMC)	2	6	1	9
Juv. Nonfiction (JNF)	246	191	125	562
Juv. Nonfic Text Bk (JNFT)	2			2
Juv. Paperback fic (JPBF)	57	142	33	232
Juv. Reference (JREF)				0
Large Print Fiction (LPF)	12	35	1	48
Large Print Nonfic (LPNF)	1			1
Magazine (MAG)	278	120	139	537
Music Cassette (MCAS)		1		1
Nonfiction (NFIC)	487	646	220	1353
Nonfiction VHS (NFVH)	26	48	8	82
Professional Coll. (PROF)		1		1
Parent Shelf Juv. Fic (PJF)				0
Parent Shelf Juv. NF (PSJNF)	5		2	7
Parent Shelf Ref (PREF)		1		1
Reference (REF)	58	75	38	171
Ref. Magazine (RMAG)				0
Reference Software (RSW)	2			2
Spanish Collection (SPA)	1	6	1	8
Software (SWAR)	44	122	32	198
Vertical File (VF)	41		3	44
VHS	281	557	169	1007
YA Biography (YAB)				0
YA Fiction (YAF)	10	55	14	79

YA Paperback Fic (YAPBF)	39	38	20	97
Free reads	276	528		804
Puzzles				0
Talking books		12		12
Assignment Shelf Books				0
TOTAL	3476	4540	1524	9540
	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	912	1283	256	2451
Nonfiction	569	759	265	1593
CHILDREN'S BOOKS				
Fiction	771	810	308	1889
Nonfiction	267	200	129	596
YA BOOKS				
Fiction	52	95	34	181
Nonfiction	6	9	3	18
Magazines, Adult	278	120	139	537
Magazines, Children	21	7	23	51
Games, Toys	0	0	0	0
Internet use	2	136	52	190
Sound Recordings, adult	117	277	81	475
Sound Recordings, ch	66	28	6	100
Online databases	2	0	0	2
Software	44	122	32	198
Vertical file	41	0	3	44
VHS/DVD	328	694	193	1215
Equipment	0	0	0	0
Total	3476	4540	1524	9540

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	109	24	123	27	142	31	374	81
LOCAL HISTORY								
In person		0	27	8		0	27	8
Letters written		0	12	12		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	21	2	37	3	18	2	76	6
VCR Use	2	0	0	0		0	2	0
Microforms		0	75	10		0	75	10
CD ROM/Online databases	20	2	158	13	4	0	382	32
Typewriter use		0		0	3	0	3	0
Other equipment used	7	2	1	0		0	8	3
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	25	17		0	26	17
Notarized documents		0	2	1		0	2	1
Meeting Room Use (no. of groups)	30	10	15	5	4	1	49	16
Study room use	12	1	7	1		0	19	2
INTERLIBRARY LOANS								
Requests made for:	78	20	103	26	20	5	201	50
Items rec'd for:	58	29	73	37	38	19	169	85
Items requested by other libraries					1		1	
Items supplied to other libraries		0		0	1	1	1	1

REGISTRATIONS

Borrowers--Start of month:	7484	7766	3089	18339
Borrowers--End of month:	7489	7653	3069	18211
Non-resident, paying	14	28	0	42
PLAC card users	1	2	0	3
Reciprocal borrowers	422	243	23	688

PROGRAMS

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	3	18	19	114	1	6	23	138
Number attending	37		182		9		228	
YA Programs (14-17)	2	12	13	78		0	15	90
Number attending	21		283				304	
Adult Programs	1	6	6	36	1	6	8	48
Number attending	24		78		3		105	
Senior Citizen Programs		0	5	30		0	5	30
Number attending			36		3		39	
Total Number of Programs	6	36	44	264	2	12	52	312
Total Persons Attending	82		579		15		676	
Total Attending Same Month Last Yr.	78		98		0		176	
Total Staff Hours Spent		126		422		71		635
Hours Spent Same Month last year		121		176		59		356

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6295	74.0%	7150	68.1%	2999	77.5%	16444	71.9%
Corporate	72	0.8%	78	0.7%	23	0.6%	173	0.8%
Juvenile 0-11	1484	17.4%	1520	14.5%	346	8.9%	3350	14.6%
Nonresident No Fee	44	0.5%	313	3.0%	172	4.4%	529	2.3%
Nonresident Fee	19	0.2%	29	0.3%	0	0.0%	48	0.2%
State Library Card	0	0.0%	5	0.0%	0	0.0%	5	0.0%
Reciprocal	120	1.4%	204	1.9%	7	0.2%	331	1.4%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	31	0.3%	0	0.0%	31	0.1%
Board/Staff	288	3.4%	826	7.9%	195	5.0%	1309	5.7%
YA 12-17	186	2.2%	333	3.2%	127	3.3%	646	2.8%
Total	8508		10496		3869		22873	
All items borrowed by nonresidents	183	2.2%	589	5.6%	179	4.6%	951	4.2%

Salary Ordinance 2001
Updated 8/31/01

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page	5.50/5.60/5.70	10	R	3/27/01	Res. 9/1	1,2,3
Feicht, Emily	Page	\$5.80	10	R	3/24/99	Res. 8/18	2
Hesterman, Sandi	Lib Asst I	\$9.75	28	W	6/17/96	Res. 9/18	6
Kros, Diane	Specialist 3	\$12.70	35	W	8/20/85	Reduce hrs 9/16	6
Speacht, Nanette	Lib. Asst 1	\$8.25	20	W	5/2/98	New class. 9/16	3
Thompson, Linda	Lib. Asst I	\$8.75	28	W	5/13/97		4
Edgman, Matthew	Page (Substitute)	\$5.50		D	8/13/01		1

Sandi Hesterman, Wheatfield library assistant for the past 5 years, has left our employ since her husband took a pastorate in Illinois. **Linda Thompson**, Wheatfield Library Assistant, will fill this position, taking on Sandi's hours. **Nanette Speacht**, former Wheatfield clerk, will replace Linda as a Library Asst 1. **Diane Kros**, Children's Specialist, has been given permission to drop one work hour per week. Two pages, to be selected soon, working a total of 17 hrs per week, will share the one hour that Diane is dropping as well as the clerk hours that Nanette worked.

Emily and Lindsey, Rensselaer pages, are leaving to attend college and have been replaced by persons the board approved last month.

We have examined and approved the changes in the salary ordinance. Dated September 10, 2001.

Susan Deardorff

Bernadine Egan

Mike Fleming

[Signature]

Building and Ground Maintenance Issues

In the past few years, we have made minor changes in landscaping at our libraries. Nothing substantially changed the look of the building, so I did not feel these changes needed to be brought to your attention.

At Rensselaer, various types of display shelving units have been added. Some were made by Jack, some were purchased. Most were of natural oak and blended with our present shelving. One is white lattice work and has a different flavor. Small shelves have been added to the end panels of some of the shelving stacks at both Wheatfield and Rensselaer. Adding shelves to wood end panels is a fairly permanent change.

At DeMotte, staff asked the Friends to purchase some large decorative prints and frames for their walls.

I never brought these issues to the board. I think the board needs to discuss when they want to have input in what changes are made to the look of the library buildings. We have never discussed this before. I hope at the September meeting you will give me some guidelines for this.

In addition specific building changes are being recommended at Wheatfield and DeMotte. The Board needs to make recommendations on these changes.

Wheatfield: About 10 years ago, the Friends painted the meeting room, put up chair rail and wallpapered the lower portion of the walls. The walls are looking bad. The question is: are we close enough to building an addition that we should not put money into redecorating the room? Diana has purchased corner molding to stop the disintegration of the wallpaper at the corners. They have some extra wallpaper which could be used to patch torn areas (if the color has not faded). *Since we are meeting at the Wheatfield Library this month*, we thought it would be a good time for the board to look at the room and decide what should be done.

DeMotte: DeMotte's landscaping is in need of work. I have authorized Rebecca to have D&G Landscaping pull out ailing plantings, replace some areas with plastic covered with stone, plant a dwarf spruce to hide the gas meter outside a meeting room door and move one or two shrubs to bare areas. This will cost about \$1300.

The front steps and hillside have suffered considerable damage from bikers and skateboarders who bounce down the steps and through the junipers on the hillside.

Railings which were newly painted last year are severely chipped by something they are doing (hopefully, not skateboarding down the railing). The concrete bench is chipped along the edge and darkened by some wax or lubricant the boys apply to make it smooth for skateboarding. The area cannot be seen from inside the library, so we only know of activity when in a meeting room or when it is reported by patrons. The "No Skateboarding" sign we installed vanished some years ago. Rebecca has ordered another.

She has an estimate of \$1800 for installation of a fence to match the present railing in style and height (3 ft). This fence would extend from the present railing, behind the bench at the top of the stairs and out to the street, preventing biking down the juniper-covered hillside. Nothing will prevent biking down the stairs. I will have pictures of this area at the meeting so that you can decide whether this fence would blend well with the looks of the library and whether we should spend the money to have it installed. We would then have it painted to match the railing. That would be at extra cost.

Action to be taken:

1. Create guidelines for when the board should be consulted about proposed building and grounds changes.
2. Decide whether Wheatfield's meeting room walls should be painted.
3. Decide whether the lower portion of Wheatfield's meeting room walls should be repapered.

MEMORANDUM

Board & Staff Privileges (p. 143-145) Group visit Policy (p. 169) Circulation Policy (p. 161)

Summary: The Policy Committee sees no problems with the Board Privilege, Staff Privilege and Group Visit policies as they are written.

The Circulation Policy was revised in February of this year. However, during the migration to the new system, a few things came up that required changes in the policy. Because of the need to make those changes, the Policy Committee decided to recommend several other changes also at this time.

The Policy Committee recommends all changes noted in the draft Circulation Policy **except** the recommendation to change the annual fee for nonresidents from \$54 to \$44. They did not come to an agreement on this issue. It seemed best to let the full board make this decision. The facts are as follows:

The annual fee for a library card for nonresidents is based on the per capita cost which Jasper County residents pay. This figure is calculated on the total operating fund expenditures in the preceding year, divided by the number of residents in our service district. State law says we must charge *at least* the per capita resident cost. If we want to charge more, that is up to the library. State law also says the number of residents in our service district is determined by the official census count.

With the 2000 census, our official service population increased. Therefore, while last year we had to charge \$54 to meet state law, this year we need to charge only \$44. ***Do you want to lower the fee to \$44 and change it each year in accordance with actual cost per capita (it will increase each year until 2010) or do you want to set it at some higher level (like the present \$54 or even \$50) that would meet legal requirements for several years?*** Remember that we are charging nonresidents for the per capita cost of the library operating fund only. If we added the CPF and BIRF which Jasper County residents also pay, they would pay \$66 to equal what JCPL residents pay for public library service.

Vote: To approve the Staff and Board Privilege policies and the Group Visit Policy as written.

To approve the changes in the Circulation Policy, and charge nonresident patrons who do not live, work or own property in Jasper County the annual fee of \$_____.

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

An annual fee of \$44 is assessed for out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM
Tues, Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th. : 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
DVD's and Videos, entertainment:	2 days
Express Books:	1 week
Textbooks	1 day
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, videos, textbooks, Express Books and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos:	2 DVDs, 2 entertainment videos, and 2 nonfiction videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.
Circulating CD-ROMs:	2 items per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 adult cds and 2 jcds per borrower's card.
All other materials:	Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos, Express Books & DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Circulating CD-ROMs:	\$1.00 per day per item
	Textbooks:	\$1.00 per day per item

Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines
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<u>Audiovisual Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original retail cost of item plus \$10.00
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

- \$15.00 all hardback books, videos, CD's, lease books
- \$5.00 all paperbacks
- \$3.00 all magazines
- \$1.00 all vertical file items, newspapers, college catalogs
- \$ 5.00 all Landmark (leased) audiocassettes and cassette cases
- \$25.00 all textbooks, CD ROMs and audiocassettes

Delete: Replacement cost of IVAN CD-ROMS will be determined by IVAN personnel.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u> (at DeMotte & Rensselaer):	10 cents per single side
<u>Staff-operated copiers</u> (at DeMotte & Rensselaer):	20 cents single side 40 cents double side

<u>Wheatfield copier:</u>	15 cents single side 20 cents double side
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<u>Transparencies:</u>	40 cents each
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Printing Fees:

CD-ROM/Online Workstations and Internet Workstations:

First 5 pages are free. 10 cents for each page thereafter.

<u>Computer Workstations for Word Processing, etc.:</u>	10 cents per page
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<u>Microfilm/fiche Workstations:</u>	30 cents per page
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<u>Computer disk purchase:</u>	\$.35 each 3 ½" disk
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Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons except videos, DVD's and Express Books. Videos & DVDs will only be reserved for teachers using them in educational settings, and for groups needing a video, which has been cleared for public performance, for a particular date.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; updated 2/00; 2/01; draft 9/01

JCPL FINANCIAL STATEMENT

August 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$116,291.56	\$943,742.14	\$6,134.94	\$733,178.69	\$248,071.77
Includes Investments of: \$100,000.00						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$288.34	\$5,082.32	\$28.00	\$3,482.35	\$3,824.48
DeMotte	\$1,051.81	\$288.34	\$2,480.83	\$0.00	\$2,063.79	\$634.77
Rensselaer	\$3,736.82	\$0.00	\$2,435.15	\$28.00	\$1,258.56	\$2,560.23
Wheatfield	\$635.82	\$0.00	\$166.34	\$0.00	\$160.00	\$629.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$66.32	\$676.94	\$23,455.40
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$70,537.50	\$0.00	\$214,929.98	\$227,889.13
Includes Investments of: \$144,351.03						
Capital Projects Fund	\$163,889.20	\$0.00	\$16,260.00	\$607.92	\$86,512.53	\$234,141.73
Includes Investments of: \$55,648.97						
Food/Hospitality Fund	\$0.00	\$275.25	\$1,345.25	\$183.50	\$1,345.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,136.18	\$47,615.32	\$6,136.18	\$47,615.32	\$0.00
FICA Tax Collected	\$0.00	\$4,523.53	\$35,257.22	\$4,523.53	\$35,257.22	\$0.00
State Tax Collected	\$1,740.67	\$1,901.69	\$15,350.51	\$2,004.84	\$15,614.68	\$2,004.84
County Tax Collected	\$468.08	\$524.03	\$4,227.02	\$554.54	\$4,313.48	\$554.54
Deferred Comp.	\$0.00	\$2,552.00	\$20,688.70	\$2,552.00	\$20,688.70	\$0.00
#125 Pre-tax Plan	\$0.00	\$1,958.98	\$14,504.76	\$2,324.94	\$14,870.72	\$365.96
Employee Health/Life Insur.	\$0.00	\$0.00	\$9.00	\$8.90	\$17.90	\$8.90
Employee P.E.R.F.	\$4,186.03	\$0.00	\$12,882.25	\$1,770.69	\$12,053.40	\$3,357.18
Credit Union	\$0.00	\$150.00	\$900.00	\$150.00	\$900.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$134,601.56	\$1,188,473.99	\$27,046.30	\$1,191,457.16	\$743,883.93

Bank Balances
Jasper County Public Library
Report as of: 08/31/2001

<u>Bank</u>	
1 Peoples State Bank	\$414,254.76
2 Demotte State Bank	\$5,963.77
3 Lafayette Bank & Trust-LIRF	\$23,455.40
4 Cash on Hand	\$210.00
5 Fifth-Third Bank CD#002-0585926115	\$0.00
6 Fifth-Third Bank CD#002-0585926131	\$0.00
7 Fifth-Third Bank CD#002-0585926158	\$300,000.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13 Rens.Bank'g Ctr. CD#400037210	\$0.00
14 Rens. Bank'g Ctr. CD#400037126	\$0.00
15 Rens. Bank'g Ctr. CD#400037128	\$0.00
16 Rens. Bank'g Ctr. CD#400037161	\$0.00
17 Rens. Bank'g Ctr. CD#400037160	\$0.00
<i>Total all banks =</i>	<i>\$743,883.93</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
				\$ 100,000.00		OPER			
				\$ 144,351.03		BIRF			
				\$ 55,648.97		CPF			
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001		

CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				\$52,614.80		OPER		\$2,117.77	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				\$48,623.70		CPF		\$398.00	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				\$ 1,963.00		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	

08/31/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 08/01/2001 To 08/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$31,412.28	\$15,803.72	66.5
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$54,288.44	\$419,810.97	\$215,943.03	66.0
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,232.25	\$24,524.45	\$18,037.55	57.6
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,523.53	\$35,257.22	\$20,245.78	63.5
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$800.85	\$1,194.15	40.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$22,544.00	\$9,149.00	71.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$1,287.29	\$31,873.29	\$2,936.16	\$20,690.75	\$11,182.54	64.9
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$148.50	\$722.26	\$777.74	48.2
Subtotal	\$846,809.00	\$1,287.29	\$848,096.29	\$69,063.54	\$555,762.78	\$292,333.51	65.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$6.75	\$685.83	\$232.17	74.7
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$675.33	\$3,645.26	\$2,554.74	58.8
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$670.29	\$2,214.63	\$1,612.31	57.9
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$260.83	\$2,869.99	\$2,033.29	58.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$665.70	\$1,665.70	\$468.78	\$1,941.06	(\$275.36)	116.5
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$23.06	\$23.06	\$126.94	15.4
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$22.34	\$233.03	\$166.97	58.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$576.61	\$3,620.79	\$389.20	90.3
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3,249.39	(\$749.39)	130.0
Subtotal	\$24,360.00	\$823.91	\$25,183.91	\$2,703.99	\$18,483.04	\$6,700.87	73.4
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$14,791.25	(\$14,791.25)	#Div/0!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$687.50	\$812.50	45.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,815.00	\$2,185.00	63.6
3.21 TELEPHONE	\$7,000.00	\$573.01	\$7,573.01	\$363.47	\$5,098.29	\$2,474.72	67.3
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$873.38	\$3,480.28	\$1,446.99	70.6
3.23 TRAVELING EXPENSE	\$7,000.00	\$0.00	\$7,000.00	\$509.93	\$4,639.71	\$2,360.29	66.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$100.00	\$8,100.00	\$663.25	\$6,552.28	\$1,547.72	80.9
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$13.00	\$2,914.14	\$5,085.86	36.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$457.38	\$1,084.72	\$415.28	72.3
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$100.00	\$155.00	\$95.00	62.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$696.39	\$20,329.85	\$5,670.15	78.2
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,805.42	\$27,891.59	\$18,108.41	60.6
3.53 WATER	\$950.00	\$0.00	\$950.00	\$104.40	\$647.10	\$302.90	68.1
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$172.61	\$1,556.53	\$843.47	64.9
3.61 BUILDING & STRUCTURES	\$48,000.00	\$2,087.23	\$50,087.23	\$8,689.58	\$24,269.06	\$25,818.17	48.5
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$824.19	\$1,095.71	\$4,904.29	18.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$286.60	(\$6.60)	102.4
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$2,298.03	\$301.97	88.4
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$0.00	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$2,092.38	\$46,654.87	\$6,952.63	87.0
Subtotal	\$279,195.00	\$22,058.01	\$301,253.01	\$20,375.33	\$184,936.90	\$116,316.11	61.4
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$274.99	\$44,699.99	\$683.04	\$37,307.85	\$7,392.14	83.5
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$12,474.12	\$90,777.15	\$62,828.30	59.1
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$418.17	\$18,662.07	\$5,337.93	77.8
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$10,573.37	\$37,812.35	\$22,244.60	63.0
Subtotal	\$278,425.00	\$3,937.39	\$282,362.39	\$24,148.70	\$184,559.42	\$97,802.97	65.4
Grand Total	\$1,428,789.00	\$28,106.60	\$1,456,895.60	\$116,291.56	\$943,742.14	\$513,153.46	64.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- A/P #1 (Ace
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Amt.p
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b
08/13/2001	100	3.21	\$573.01	Sprint L.D.-USF reimbursement (Jun-Jan'0
08/13/2001	100	1.24	\$435.62	Cobra Reimburs.(June)Amt pd to Anthem f

Register of Claims
Jasper County Public Library

Report Date: From 08/01/2001 To 08/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	658	PAYROLL	08/10/2001	PAYROLL	\$31,709.54
20182	659	ALIAC	08/10/2001	Deferred Compensation Contributions	\$1,276.00
20183	660	ANTHEM BLUE CROSS AND B	08/10/2001	August Health Premiums	\$4,792.84
20184	661	LA-PORTER FEDERAL CREDIT	08/10/2001	Withheld From Payroll 10 AUG '01	\$75.00
20185	662	NIPSCO	08/10/2001	Utilities 6/19 -7/19/01;Demotte	\$2,426.24
20186	663	NORTHWESTERN INDIANA TE	08/10/2001	Telephone Service-Aug '01;Demotte	\$26.41
20187	664	SPRINT	08/10/2001	Long Distance Service AUG '01-Ren, Dem, Wheat	\$112.01
20188	665	TOWN OF DEMOTTE	08/10/2001	Sewer Service- JUN '01-Demotte	\$50.26
20189	666	TOWN OF WHEATFIELD SEW	08/10/2001	Sewer Service AUG '01-Wheatfield	\$41.05
20190	667	ACE HARDWARE	08/13/2001	Paint, brushes, organizer, anchormens, padlock, outdoor bulb	\$49.80
20191	668	ALCO DISCOUNT STORE #290	08/13/2001	Film, Ch. "Brush-Up" Program supplies/prizes @ DeMotte	\$141.83
20192	669	AMERICAN LIBRARY ASSN	08/13/2001	ALA Posters	\$34.00
20193	670	AVC CORPORATION	08/13/2001	August Service Contract for Financial Comp.	\$99.00
20194	671	BAKER & TAYLOR	08/13/2001	Books, Continuations, Auto. Yours, Gift Books, AV	\$11,174.37
20195	672	BARNES & NOBLE	08/13/2001	Books, Audiobooks, etc.	\$758.90
20196	673	BEST BUY CO., INC.	08/13/2001	Videos, Software, CD-ROMs	\$1,277.20
20197	674	BETHANY HOUSE PUBLISHER	08/13/2001	Books	\$28.29
20198	675	BROWN'S WEST SIDE GARDE	08/13/2001	Lawn Mowing-April, May, June @ Rens.	\$1,560.00
20199	676	CHEM-TECH INTERNATIONAL,	08/13/2001	Boiler chemicals @ DeMotte Lib.	\$204.00
20200	677	CHERYL WARRAN	08/13/2001	Substitute Janitoress @ Wheatfield Lib.	\$148.50
20201	678	CLAWSON COMMUNICATIONS	08/13/2001	Rack w/keyboard shelf in system Computer Room	\$435.00
20202	679	CONSOLIDATED INSURANCE	08/13/2001	Treasurer's Bond 8/10/01-02 (Heinig)	\$100.00
20203	680	CROSSWIND SERVICES, INC.	08/13/2001	Computer Adapter & Cable	\$13.00
20204	681	CULLIGAN	08/13/2001	Cooler rental & water @ Wh. Lib.	\$54.50
20205	682	D&J LAWN CARE, INC.	08/13/2001	Lawn Mowing & Spring Cleanup/Pruning @ DeM.	\$840.00
20206	683	DEMCO	08/13/2001	Subject labels, File Cases, Audio Albums, Video Cases, Book Cleaner, Adhesive, Book Jackets, Shelf Finders	\$1,134.92
20207	684	DIANA KOOY	08/13/2001	Mileage	\$59.34
20208	685	DIANE KROS	08/13/2001	Mileage	\$25.88
20209	686	DIANE OPOLSKI	08/13/2001	Workshop expense	\$7.64
20210	687	ELLISON EDUCATIONAL EQUI	08/13/2001	Die Storage Rack	\$55.00
20211	688	EVA CORPORATION	08/13/2001	Magazine Subscriptions-1 yr. @ Rens. Lib.	\$40.42
20212	689	FASE'S WATER TREATMENT	08/13/2001	Redout for Water Softner	\$39.00
20213	690	GA FOODS GROUP	08/13/2001	Summer Reading Program @ Rens. Expense	\$7.17
20214	691	GAIL JUNG	08/13/2001	Mileage	\$86.94
20215	692	GALE GROUP	08/13/2001	Continuations-Books	\$365.50
20216	693	GAYLORD BROS.	08/13/2001	Children's Workstation -Rens.	\$178.55
20217	694	GIESLER ELECTRIC, INC	08/13/2001	Repairs to Light Fixtures, receptacles, Elevator voltage, water damage to elec boxes/floor phone jacks	\$368.00
20218	695	GLENDA BROWN	08/13/2001	Video	\$19.98
20219	696	HERITAGE OFFICE PRODUCT	08/13/2001	Water damage to Copier repairs, inkjet cartridges, Wheatfield Lib. copier drum	\$846.13
20220	697	HP PRODUCTS CORP.	08/13/2001	Cleaning Supplies, Scrubber repair parts, trash bags	\$817.19
20221	698	INCOLSA	08/13/2001	INTERNET 3-Site licenses	\$5,183.50
20222	699	INDIANAPOLIS STAR	08/13/2001	7-day Newspaper Subscription-1 yr. @ DeMotte	\$286.00
20223	700	INGRAM	08/13/2001	Paperback Books	\$8.50
20224	701	INSPIRATIONAL BOOK DISTRI	08/13/2001	Christian Books	\$32.42
20225	702	JASPER COUNTY HOSPITAL	08/13/2001	Qtly. Water Testing-DeMotte Lib.	\$27.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20226	703	J B'S LOCK & KEY SERVICE	08/13/2001	Install lock on map case; Exit door closure repairs @ DeM.	\$205.00
20227	704	JENNIFER L. EVERS	08/13/2001	Mileage	\$60.72
20228	705	KAPER'S BUILDING MATERIAL	08/13/2001	Insulation Batting @ DeMotte (water damaged)	\$47.23
20229	706	KEM'S TRUSTWORTHY HARD	08/13/2001	Acrylic Corner Guards @ Wh. Lib.	\$13.14
20230	707	KEVIN GIBSON	08/13/2001	Water damage cleanup, painting jobs, repair drawer, remove shelves, clean gutters, etc.	\$290.00
20231	708	KOEN BOOK DISTRIBUTORS, I	08/13/2001	Books	\$43.20
20232	709	KONE, INC.	08/13/2001	Elevator Repairs & Qtly Mtnc contract 7/1-10/1/01	\$1,488.87
20233	710	LAWN CARE CONSULTANTS	08/13/2001	Mowing, Landscaping, pruning, fertlizing, grub control	\$949.00
20234	711	LINDA THOMPSON	08/13/2001	Microsoft Word Workshop Mileage/Expense	\$22.49
20235	712	LISA RUSHER	08/13/2001	Winnie The Pooh Program supplies; mileage	\$41.63
20236	713	LYNN DAUGHERTY	08/13/2001	Mileage, Professional Collection book	\$144.16
20237	714	M. LEE SMITH PUBLISHERS LL	08/13/2001	Employment Law Center Newsletter subscription	\$367.00
20238	715	MARY MOLENAAR	08/13/2001	Incolsa workshop & expense	\$69.39
20239	716	MICROMARKETING, LLC	08/13/2001	Videos	\$54.75
20240	717	MIDWEST TAPE	08/13/2001	Videos	\$25.18
20241	718	ON CUE #6106	08/13/2001	DVD's & CD-Rom	\$163.92
20242	719	POSTMASTER GENERAL	08/13/2001	Postage: 20 postcards, 2000-34c, 100-1c, 100-4c, 200-10c, 200-50c, 40-\$1, 50-23c, 100-5c	\$865.90
20243	720	PRECISION CONTROL SYSTE	08/13/2001	Rens. Lib. temperature adjustment; Chiller alarm on; ac coils cleaned; Roof Water Leak @ Air intake chimney-DeM.	\$577.00
20244	721	QUILL	08/13/2001	Office, book & AV processing, library supplies	\$857.37
20245	722	REBECCA GIBSON	08/13/2001	labeler tape, mileage	\$101.37
20246	723	RECORDED BOOKS, LLC	08/13/2001	Audiobooks	\$1,291.35
20247	724	RENSSELAER LUMBER CO.	08/13/2001	Ceiling Tile replacements-water damage @ DeM. Lib.	\$88.50
20248	725	RENSSELAER REPUBLICAN	08/13/2001	Rens. Chamber Advertisement, Legal Notices	\$457.38
20249	726	SECURITY COURIERS CORP.	08/13/2001	Courier Service b/w branches, 6/29-7/27/01	\$1,106.21
20250	727	SERVICEMASTER BY HAY	08/13/2001	Carpet Cleaning/Restoration @ DeM. Lib.	\$2,696.50
20251	728	SHOWCASES	08/13/2001	CD cases	\$118.80
20252	729	SUNCOAST #3009	08/13/2001	Videos, DVD	\$366.20
20253	730	LIBRARY STORE, INC.	08/13/2001	Video Labels, Seasonal labels, Xacto blades	\$22.57
20254	731	THOMAS T. BEELER, PUBLISH	08/13/2001	Large Print Books	\$27.32
20255	732	TOM KROOSWYK PLMBG, HT	08/13/2001	A/C Thermostat @ Wh. Lib.	\$215.21
20256	733	TYSEN'S COUNTRY GROCER	08/13/2001	DeM. Summer Reading, Film Developing, Janitorial Supplies	\$197.39
20257	734	TYSEN'S FAMILY FOOD CENT	08/13/2001	Wh. Summer Reading supplies	\$7.63
20258	735	UNIQUE MANAGEMENT SERVI	08/13/2001	Initial & Secondary Placements	\$500.17
20259	736	VIKING OFFICE PRODUCTS	08/13/2001	Copy Paper, Envelopes	\$195.14
20260	737	WAL-MART COMMUNITY BRC	08/13/2001	Book Cleaner Wipes, Brushes for craft, videos, DVDs, Back to school program supplies, etc.	\$815.62
20261	738	WICK'S AIR FILTER SERVICE,	08/13/2001	Pleated Air Filters @ Wh. Lib.	\$70.34
20262	739	WORLD BOOK INC., SCHOOL	08/13/2001	Animals of the World set	\$119.00
20263	740	INDIANA LIBRARY FEDERATIO	08/13/2001	ILF-CYPD Conference, 9/9-9/10/01	\$97.00
0	741	INDIANA DEPARTMENT OF RE	08/20/2001	State & County Tax Withheld 10 AUG '01	\$2,425.72
0	742	INTERNAL REVENUE SERVIC	08/13/2001	FICA & FED Tax Withheld 10 AUG '01	\$7,860.07
0	743	DEMOTTE STATE BANK	08/13/2001	Deposit slips	\$6.75
20265	744	SPRINT	08/13/2001	Local payphone service-August	\$50.66
0	746	JASPER COUNTY PUBLIC LIB	08/13/2001	CD# 002-0585926131 Matured	\$180,000.00
0	747	PAYROLL	08/25/2001	PAYROLL	\$29,745.81
20266	748	ALIAC	08/25/2001	Deferred Compensation Contributions	\$1,276.00
20267	749	ANTHEM LIFE	08/25/2001	SEP '01 Life Ins. Premium	\$102.30
20268	750	CITY OF RENSSELAER	08/25/2001	Rensselaer Utilities 7/10 - 8/09/01	\$2,274.80
20269	751	INDIANA LIBRARY FEDERATIO	08/25/2001	District 2-Sep.26; District 1 -Oct. 2	\$548.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20270	752	LA-PORTER FEDERAL CREDIT	08/25/2001	Withheld from Payroll 25 AUG '01	\$75.00
20271	753	NIPSCO	08/25/2001	Wheatfield Utilities 7/13 - 8/13/01	\$941.92
20272	754	SPRINT	08/25/2001	Local Phone Service Wheatfield-AUG '01	\$174.39
0	755	INTERNAL REVENUE SERVIC	08/27/2001	FICA & FED Tax Withheld 25 AUG '01	\$7,323.17
Total Amount of Claims					\$314,601.56

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, August 31, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

August 31, 2001

F 5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,897.60	\$17,531.06
DeMotte	\$694.40	\$7,049.99		
Rensselaer	\$807.86	\$7,145.56		
Wheatfield	\$395.34	\$3,335.51		
PHOTOCOPIES:			\$554.15	\$4,641.13
DeMotte	\$164.95	\$2,006.26		
Rensselaer	\$292.40	\$2,037.37		
Wheatfield	\$96.80	\$597.50		
CARDS:			\$84.00	\$750.00
DeMotte	\$12.00	\$270.00		
Rensselaer	\$56.00	\$358.00		
Wheatfield	\$16.00	\$122.00		
BOOK/EQUIPMENT SALES:			\$0.00	\$0.00
INTEREST:			\$2,590.56	\$15,827.71
Checking/Repurchase/Savings	\$474.81	\$4,725.52		
CD's & Investments	\$2,115.75	\$11,102.19		
TAXES:			\$0.00	\$686,861.12
Property Tax	\$0.00	\$370,147.55		
License Excise Tax	\$0.00	\$34,906.16		
Financial Institution Tax	\$0.00	\$647.35		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,669.01		
Local Option/Certified Shares	\$0.00	\$247,950.50		
Local Option/Property Tax Repl.	\$0.00	\$26,821.50		
State Distribution	\$0.00	\$2,719.05		
REFUNDS:			\$1,008.63	\$7,567.67
Insurance	\$0.00	\$4,438.52		
Rebates	\$0.00	\$120.00		
LSTA Technology Grant	\$0.00	\$23.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA(Anthem Ins)Reimburseme	\$435.62	\$1,722.91		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment Sale	\$0.00	\$62.00		
Sprint E-rate	\$573.01	\$573.01		
TOTAL OPERATING FUND RECEIPTS.....			\$6,134.94	\$733,178.69
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$28.00	\$3,482.35
DeMotte	\$0.00	\$2,063.79		
Rensselaer	\$28.00	\$1,258.56		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$66.32	\$676.94
BOND & INTEREST REDEMPTION FUND			\$0.00	\$214,929.98
Property Tax	\$0.00	\$194,337.13		
License Excise Tax	\$0.00	\$18,326.64		
Financial Institution Tax	\$0.00	\$339.88		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,926.33		
CAPITAL PROJECTS FUND:			\$607.92	\$86,512.53
Interest Earned	\$607.92	\$4,766.57		
Property Tax	\$0.00	\$73,913.73		
License Excise Tax	\$0.00	\$6,970.30		
Financial Institution Tax	\$0.00	\$129.27		
CVET(Commercial Vehicle Excise)	\$0.00	\$732.66		
REST/HOSPITALITY FUND:			\$183.50	\$1,345.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$7,020.68	\$1,040,125.74

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:				
FIT Tax Collected	\$6,136.18	\$47,615.32	\$20,025.62	\$151,331.42
FICA Collected	\$4,523.53	\$35,257.22		
State Tax Collected	\$2,004.84	\$15,614.68		
County Tax Collected	\$554.54	\$4,313.48		
Deferred Comp Plan	\$2,552.00	\$20,688.70		
#125 Pre-tax Plan	\$2,324.94	\$14,870.72		
Life/Health Insurance	\$8.90	\$17.90		
PERF	\$1,770.69	\$12,053.40		
Credit Union	\$150.00	\$900.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$27,046.30	\$1,191,457.16

Register of Claims
Jasper County Public Library

Report Date: From 09/01/2001 To 09/10/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20273	756	A.M. Best Company, Inc.	09/10/2001	Books	\$269.85
20274	757	ADAIR PERFORMANCE, INC	09/10/2001	Deposit for Halloween Program, 10/25 @ Wh. Lib.	\$100.00
20275	758	AFLAC	09/10/2001	Supplemental Insurance-August Premium	\$132.70
20276	759	ALCO DISCOUNT STORE #290	09/10/2001	Posterboard	\$8.18
20277	760	AUDIO EDITIONS	09/10/2001	Books on Tape	\$243.46
20278	761	AVC CORPORATION	09/10/2001	Financial Computer Service Contract-Sep	\$99.00
20279	762	BAKER & TAYLOR	09/10/2001	Books, Gift Books, Continuations, Auto. Yours Books, Title Source II, A.V.	\$6,105.28
20280	763	BETHANY HOUSE PUBLISHER	09/10/2001	Children's Books	\$13.91
20281	764	BOOKPAGE	09/10/2001	Bookpage Subscription, 10/01-10/02	\$216.00
20282	765	BROWN'S WEST SIDE GARDE	09/10/2001	Migration Computer Storage	\$25.00
20283	766	CHERYL WARRAN	09/10/2001	Janitorial work @ Wh. Lib.	\$41.25
20284	767	CLARIDGE PRODUCTS & EQUI	09/10/2001	Fabricork Bulletin board @ DeM. Lib.	\$209.74
20285	768	CPI VALUE GUIDES	09/10/2001	Books	\$29.00
20286	769	CRITICS' CHOICE VIDEO	09/10/2001	Videos	\$113.00
20287	770	CROSSWIND SERVICES, INC.	09/10/2001	Cleaning of water damaged HP Printer & Dell Monitor	\$25.00
20288	771	CULLIGAN	09/10/2001	Sep Rental -Water Cooler @ Wh. Lib.	\$9.95
20289	772	DELL MARKETING L.P.	09/10/2001	Dell Monitor replacement-DeMotte Lib.	\$214.00
20290	773	DIANA KOOY	09/10/2001	Mileage	\$19.32
20291	774	GA FOODS GROUP	09/10/2001	Mgmt. Mtg. Supplies (Aug)	\$15.19
20292	775	GAIL JUNG	09/10/2001	Rens. Petty Cash	\$59.28
20293	776	GALE GROUP	09/10/2001	Encyclopedia Of Associations	\$150.39
20294	777	GIESLER ELECTRIC, INC	09/10/2001	Outlet for Wireless Connection-DeM. Lib.	\$193.11
20295	778	HAINES & COMPANY, INC.	09/10/2001	Northwest Ind. Directories	\$687.00
20296	779	HERITAGE OFFICE PRODUCT	09/10/2001	Typewriter, Cleaning water damaged typewriters, Wh. Copier drum	\$521.51
20297	780	HYPER TECHNOLOGIES. INC	09/10/2001	Winselect 5.0 Licenses-12	\$608.00
20298	781	INGRAM	09/10/2001	Paperback books	\$28.72
20299	782	INSPIRATIONAL BOOK DISTRI	09/10/2001	Christian Books	\$52.58
20300	783	JACK STANDISH	09/10/2001	Oak Cabinet-Rens.	\$217.15
20301	784	K.V.ELECTRIC	09/10/2001	Draw on Electrical Lighting changes completed per contract	\$10,200.00
20302	785	KATHRYN B. WEED	09/10/2001	Mileage	\$37.26
20303	786	LEISURE ARTS	09/10/2001	Spirit of Christmas Series	\$29.91
20304	787	MARK SHEPPERD TREE SERV	09/10/2001	Tree Removal @ Rens. Lib.	\$2,785.00
20305	788	MARLENE BEEDLE	09/10/2001	Mileage	\$35.88
20306	789	MICROMARKETING,LLC	09/10/2001	Children videos	\$68.97
20307	790	MicroWAREHOUSE	09/10/2001	HP DeskJet 960cse Printer (replacement for water damaged HP 732c Printer)	\$215.39
20308	791	NORTHWESTERN INDIANA TE	09/10/2001	Telephone service -Sep	\$26.41
20309	792	PATTY STRINGFELLOW	09/10/2001	TLC Training expenses	\$47.22
20310	793	PRECISION CONTROL SYSTE	09/10/2001	Mtnce Contract Jan-Jun'01; Chiller outside fan unit cleaning; Relief valve replace, repacked valve, roof leak inspection-D;;	\$3,733.89
20311	794	QUILL	09/10/2001	Binders, Toner Cartridges, Wkly Appt. bk, labels, etc.	\$513.11
20312	795	RENEE CARR	09/10/2001	Mileage	\$15.18
20313	796	REBECCA GIBSON	09/10/2001	Mileage, Books, stamps, Counterparts Mtg. Expenses	\$219.91
20314	797	SECURITY COURIERS CORP.	09/10/2001	Courier service between branches-August	\$832.32
20315	798	SPRINT	09/10/2001	Long Distance calling-August	\$168.96
20316	799	STANDARD & POOR'S CORP.	09/10/2001	Outlook, Stock Guide, Bond Guide Subscriptions-DeM.	\$735.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20317	800	STANLEY STEEMER	09/10/2001	Mtg. Room Carpet Cleaning & Upstairs Hallways	\$265.39
20318	801	SUDANCO AFFORDABLE ALTE	09/10/2001	Receipt Printer ribbons	\$185.38
20319	802	THE LIBRARY CORPORATION	09/10/2001	Migration Project-Equipment, Installation, Training per contract; 3-Citizen Printers (TS)	\$70,382.00
20320	803	THOMAS T. BEELER, PUBLISH	09/10/2001	Large Print Books	\$17.15
20321	804	TOWN OF DEMOTTE	09/10/2001	Sewage-July '01 @ DeM. Lib.	\$50.26
20322	805	TOWN OF WHEATFIELD SEW	09/10/2001	Sewage Service @ Wh. Lib.-Sep '01	\$41.05
20323	806	TYSEN'S COUNTRY GROCER	09/10/2001	Counterparts Mtg. Expenses	\$11.47
20324	807	UNIQUE BOOKS, INC.	09/10/2001	Books	\$44.08
20325	808	UNIQUE MANAGEMENT SERVI	09/10/2001	Collections for July-Initial & Secondary	\$149.22
20326	809	WAL-MART COMMUNITY BRC	09/10/2001	Videos, Software, DVDs, Storytime Supply, frames, binders, book wipes, spray paint, drop cloth, etc.	\$1,124.38
Total Amount of Claims					\$102,343.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 05, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,343.26

Date this 10th day of September, 20 01.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

OCT

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, October 8, 7:00 PM

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (R 7-R12)
- D. Salary ordinance update (R 13)

General Business

- A. LSTA Grant for 2002 (R 21-22, R 23)
- B. NIPSCO Price Protection (R 17-19)
- C. AFLAC Insurance approval (R 15-16)
- D. NILBA dinner (R 23)

Action
Action
Action
Discussion

Director's Report (R 23-26)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes September 10, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Wheatfield Library

Present: Mike Crawford, Sue Deardorff, Anne-Marie Egan, Mark Heinig III, Lynn Daugherty, Gail Jung. **Absent:** Joan Floyd, Mari Anne Sayler, Tim Schultz. **Guests:** Diana Kooy, Diane Kros.

Agenda/Consent Agenda: On a motion by M. Heinig, seconded by M. Crawford, the Consent Agenda and Agenda items including, August Minutes, Financial Reports, Board/Staff Privilege Policy, Group Visit Policy, and Revised Salary Ordinance were approved unanimously.

2002 Budgets: Approval was given to adopt a \$1,481,904 Operating budget, \$437,745 BIRF budget, \$70,000 LIRF budget, and \$30,000 CPF budget for year 2002 on a motion by S. Deardorff, seconded by M. Heinig. Motion passed.

Wheatfield Library Annual Report: In addition to the very successful Summer Reading Programs, Toddler, and Storytime continue to be popular. Additionally, an evening and Saturday Storytime were offered this year and Teen Read Week is scheduled in October. An attempt to revitalize Media Minds is underway to encourage better communication between schools and libraries so they may better serve each other's needs. Due to the poor response to Teacher Reacher, the timing of the newsletter are issues for re-consideration.

D. Kooy related improvements at the Wheatfield Library by the addition of end-panel displays to feature books, a Gates computer loaded with software, art display, and new meeting room chairs. Copies of new town ordinances were placed at library and offered to public. More books on tape and CDs have generated an increase in library use. The Hispanic community is also frequenting the library, checking out some materials. Newly offered this year were a sign language class and book discussion group with great turnouts. The church group, who met weekly here, has now found a new location.

Increased growth and usage should help justify the need for a new or remodeled building. Questions regarding why Wheatfield Library circulation figures since 1990 have not increased at a similar rate to the growth in the area, will be investigated. TLC maybe able to generate reports on number of persons from each township.

Circulation Policy: M. Heinig moved, seconded by M. Crawford, to approve the changes in the circulation policy and leave the non-resident fee set at \$54. Motion passed.

Building & Grounds: Board was confident the Director would handle these matters wisely and deferred these decisions to her. Interior decorating of the Wheatfield Library's Meeting Room will proceed, since it still will be several years before a building program would get underway. Improvements to the landscaping and additional fencing at DeMotte Library were approved by board consensus and will be forthcoming.

Equipment Sales: M. Crawford moved, seconded by S. Deardorff, to allow the library to sell library equipment through e-bay.com in order to reach a broader audience. The buyer will write a check directly to the library and equipment will not be sent until check has cleared the banks. Motion passed.

Further Education: The library will compensate a half-day's pay for R. Gibson to take a class toward her MLS degree.

Director's Report: ThinkTank has configured two computers to handle the e-mail, Internet and computer network for DeMotte Library. We maybe able to purchase the computer setup as a permanent solution until we upgrade to Netware 5. It could be months before Midway Electronics can accommodate these needs.

Heating contracts for DeMotte Library have been signed with a start date of Sep. 15, 2001. The contractors will have 65 days thereafter to complete their work.

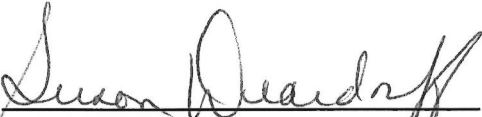
We will contract with Certified Labs to regulate the chemicals in the boilers at both Rensselaer and DeMotte libraries.

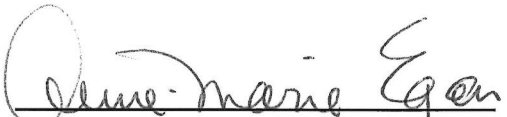
Rensselaer Fall Festival will be Tuesday, October 16, 4:00-7:00 PM with entertainment, carnival games, raffle, cake walk, face painting, pumpkin carving, food, and fun for the entire family.

Donations will be accepted for eight 6-7' ash trees to be planted in the spring at the Rensselaer Library along Susan Street. Each tree will cost \$175 including planting costs.

An historian who came to view the Milroy collection, valued it at more than \$100,000. A security company will be contacted to set up an alarm on the case. A grant to preserve the collection may be applied for.

With no other business to discuss, the meeting adjourned at 8:45 PM on a motion by M. Crawford, seconded by S. Deardorff.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

August 2001

[illegible]

WHEATFIELD

30,218

[illegible]

% change

1.9%

5.7%

75
6

CIRCULATION BY HOLDINGS CODE
September 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	3			3
Award Winner JE (DAJE)	6			6
Award Winner JFIC (DAJFIC)	9	1		10
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	8	1		9
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	71	3		74
Books on CD (DBKCD)	4			4
Books on Tape (DBKT)	192	8	2	202
Compact Disc (DCD)	131	6	1	138
DVD	43			43
Equipment (DEQP)				0
See librarian (DERR)	2			2
Express Book (DEXP)	31			31
Fiction (DFIC)	1250	46	24	1320
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	121			121
Juv. Biography (DJBIO)	47			47
Juv. Book on Tape (DJBKT)	91	3		94
Juv. Compact Disc (DJCD)	8	1		9
Juvenile Easy (DJE)	1062	18	1	1081
Juv. Easy Reader (DJER)	290			290
Juv. Fiction (DJFIC)	183	6	1	190
Juv. Magazine (DJMAG)	66			66
Juv. Music Cassette (DJMC)	6			6
Juv. Nonfiction (DJNF)	540	11	7	558
Juv. Nonfic Text Bk (DJNFTB)	2			2
Juv. Paperback fic (DJPBF)	166	1	2	169
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	63	2	2	67
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	561	10	2	573
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	1039	20	9	1068
Nonfiction VHS (DNFVHS)	47	2		49
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	12	1		13
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	4		3	7
Software (DSWAR)	103	3		106
Vertical File (DVF)	10			10

VHS	676	8	1	685
YA Biography (DYAB)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	36	2		38
YA Nonfiction (DYANF)	23	1	1	25
YA Paperback Fic (DYAPBF)	118	2		120
Award Winner JBIO (RAJBIO)		6		6
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)		3		3
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		4		4
Award Winner YAFIC (RAYAF)		2		2
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	6	75	5	86
Books on CD (RBKCD)		3		3
Books on Tape (RBKT)	8	214	1	223
Compact Disc (RCD)	3	262	4	269
DVD		175	6	181
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)	1	99		100
Fiction (RFIC)	39	1256	15	1310
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		3		3
Internet (RINTER)		459		459
Juv. Biography (RJBIO)	2	86		88
Juv. Book on Tape (RJBKT)	2	53	1	56
Juv. Compact Disc (RJCD)		3		3
Juvenile Easy (RJE)	4	1322	23	1349
Juv. Easy Reader (RJER)	7	208		215
Juv. Fiction (RJFIC)	9	398		407
Juv. Magazine (RJMAG)		8		8
Juv. Music Cassette (RJMC)		11		11
Juv. Nonfiction (RJNF)	6	1041	4	1051
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	2	341		343
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	1	80	1	82
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)		325		325
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	38	1047	13	1098
Nonfiction VHS (RNFVHS)	3	53	2	58
Professional Coll. (RPROF)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		3		3
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		1		1
Spanish Collection (RSPA)	5	16		21

Software (RSWAR)	2	142	1	145
Vertical File (RVF)		6		6
VHS	4	1396		1400
YA Biography (RYAB)				0
YA Books on Tape (RYABKT)		1		1
YA Fiction (RYAF)	3	134		137
YA Nonfiction (RYANF)		22		22
YA Paperback Fic (RYAPBF)	1	109	1	111
Award Winner JBIO (WAJBIO)	1		6	7
Award Winner JE (WAJE)			3	3
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WJPFIC)			1	1
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2	2	21	25
Books on CD (WBKCD)				0
Books on Tape (WBKT)	8	4	63	75
Compact Disc (WCD)	8	8	139	155
DVD			76	76
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	36	36	618	690
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			74	74
Juv. Biography (WJBIO)	1		12	13
Juv. Book on Tape (WJBKT)	1		13	14
Juv. Compact Disc (WJCD)			2	2
Juvenile Easy (WJE)	6	2	597	605
Juv. Easy Reader (WJER)		2	129	131
Juv. Fiction (WJFIC)	2	1	71	74
Juv. Magazine (WJMAG)			45	45
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	2	2	231	235
Juv. Nonfic Text Bk (WJNFT)				0
Juv. Paperback fic (WJPBF)	1	1	54	56
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		2	37	39
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	2		220	222
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	12	26	432	470
Nonfiction VHS (WNFVHS)	1	4	16	21
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0

Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	1		1	2
Software (WSWAR)			57	57
Vertical File (WVF)				0
VHS	3		565	568
YA Biography (WYAB)				0
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)		2	26	28
YA Nonfiction (WYANF)			6	6
YA Paperback Fic (WYAPBF)	4	1	21	26
TOTAL	7274	9618	3676	20568

CIRCULATION BY HOLDINGS CODE
September 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	4	6	6	16
Award Winner JE (AJE)	6	0	3	9
Award Winner JFIC (AJF)	9	4	1	14
Award Winner JNF (AJNF)	1	1	0	2
Award Winner JPFIC (AJPF)	3	4	1	8
Award Winner YAFIC (AYAF)	8	3	1	12
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	79	80	26	185
Books on CD (BKCD)	4	3	0	7
Books on Tape (BKT)	208	227	66	501
Compact Disc (CD)	142	276	144	562
DVD	43	175	82	300
Equipment (EQP)	0	0	0	0
See librarian (ERR)	2	0	0	2
Express Book (EXP)	32	99	0	131
Fiction (FIC)	1325	1338	657	3320
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	3	0	3
Internet (INTR)	121	459	74	654
Juv. Biography (JBIO)	50	86	12	148
Juv. Book on Tape (JBKT)	94	56	14	164
Juv. Compact Disc (JCD)	8	4	2	14
Juvenile Easy (JE)	1072	1342	621	3035
Juv. Easy Reader (JER)	297	210	129	636
Juv. Fiction (JFIC)	194	405	72	671
Juv. Magazine (JMAG)	66	8	45	119
Juv. Music Cassette (JMC)	6	11	2	19
Juv. Nonfiction (JNF)	548	1054	242	1844
Juv. Nonfic Text Bk (JNFT)	2	0	0	2
Juv. Paperback fic (JPBF)	169	343	56	568
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	64	84	40	188
Large Print Nonfic (LPNF)	6	1	3	10
Magazine (MAG)	563	335	222	1120
Music Cassette (MCAS)	1	0	0	1
Nonfiction (NFIC)	1089	1093	454	2636
Nonfiction VHS (NFVH)	51	59	18	128
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	12	4	0	16
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	62	103	27	192
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	16	4	30
Software (SWAR)	105	145	58	308

Vertical File (VF)	10	6	0	16
VHS	683	1404	566	2653
YA Biography (YAB)	1	0	0	1
YA Books on Tape (YABKT)	0	1	0	1
YA Fiction (YAF)	39	138	26	203
YA Nonfiction (YANF)	23	23	7	53
YA Paperback Fic (YAPBF)	123	112	22	257
				0
Free reads	252	316	82	650
Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	7587	10037	3785	21409

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1673	1837	779	4289
Nonfiction	1248	1293	514	3055
CHILDREN'S BOOKS				
Fiction	1750	2308	883	4941
Nonfiction	617	1151	260	2028
YA BOOKS				
Fiction	170	253	49	472
Nonfiction	24	23	7	54
Magazines, Adult	563	335	222	1120
Magazines, Children	66	8	45	119
Games, Toys	0	3	0	3
Internet use	121	459	74	654
Sound Recordings, adult	355	507	210	1063
Sound Recordings, ch	108	71	18	197
Online databases	0	0	0	0
Software	105	145	58	308
Vertical file	10	6	0	16
VHS/DVD	777	1638	666	3081
Equipment	0	0	0	0
Total	7587	10037	3785	21409

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	118	26	57	12	130	28	305	66
LOCAL HISTORY								
In person		0	17	5		0	17	5
Letters written		0	6	6		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	26	2	40	3	20	2	86	7
VCR Use	5	1		0		0	5	1
Microforms		0	16	2		0	16	2
CD ROM/Online databases	20	2	150	13	2	0	372	31
Typewriter use	1	0		0	2	0	3	0
Other equipment used	2	1		0		0	2	1
Dial-in OPAC access								
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	42	28		0	44	29
Notarized documents	13	3		0	3	1	16	4
Meeting Room Use (no. of groups)	48	16	16	5	22	7	86	29
Study room use	17	1	15	1		0	32	3
INTERLIBRARY LOANS								
Requests made for:	62	16	87	22	22	6	171	43
Items rec'd for:	61	31	103	52	27	14	191	96
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7500	7763	3091	18354
Non-resident, paying	14	28	0	42
PLAC card users	0	2	0	2
Reciprocal borrowers	423	249	22	694

PROGRAMS

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	21	126	20	120	6	36	47	282
Number attending	295		283		55		633	
YA Programs (14-17)	1	6		0		0	1	6
Number attending	23						23	
Adult Programs	2	12	6	36	1	6	9	54
Number attending	121		60		25		206	
Senior Citizen Programs	1	6	4	24		0	5	30
Number attending	2		29		3		34	
Total Number of Programs	26	156	30	180	7	42	63	378
Total Persons Attending	441		372		83		896	
Total Attending Same Month Last Yr.	602		522		149		1273	
Total Staff Hours Spent		255		329		99		700
Hours Spent Same Month last year		280		338		126		744

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5672	75.7%	6431	65.0%	3029	80.6%	15132	71.5%
Corporate	102	1.4%	300	3.0%	47	1.3%	449	2.1%
Juvenile 0-11	907	12.1%	1724	17.4%	267	7.1%	2898	13.7%
Nonresident No Fee	61	0.8%	260	2.6%	79	2.1%	400	1.9%
Nonresident Fee	0	0.0%	12	0.1%		0.0%	12	0.1%
Reciprocal	207	2.8%	237	2.4%	23	0.6%	467	2.2%
School	9	0.1%	47	0.5%		0.0%	56	0.3%
St. Joseph College	0	0.0%	72	0.7%		0.0%	72	0.3%
State Library Card	0	0.0%	0	0.0%		0.0%	0	0.0%
Staff	299	4.0%	513	5.2%	215	5.7%	1027	4.9%
YA 12-17	236	3.1%	302	3.1%	98	2.6%	636	3.0%
Total	7493		9898		3758		21149	
All items borrowed by nonresidents	277	3.7%	628	6.3%	102	2.7%	1007	4.8%

MEMORANDUM

Audiovisual Equipment Loan Policy, Video and DVD Policy, Internet Acceptable Use Policy

Summary: The Policy Committee recommends the changes noted on the attached pages to the policies noted above.

Discussion: Changes to the Video/DVD Policy correspond with changes to the Circulation Policy approved by the Board last month. Changes to the Audiovisual Equipment Loan Policy are to clarify the meaning only.

The recommended change in the Internet Policy covers the new KIDS CAT which will be available on our automated system within the next month. This will give ***all*** children access to the Internet, but only to specific child-appropriate sites. Children will not be able to "surf" to other less safe sites.

Vote: If you approve the Consent Agenda and Consent Agenda items you will be approving the changes noted in the highlighted areas of the policies on pages R9-R12.

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the agency librarian.
2. All equipment requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: A fine of \$2.00 per day will be assessed for materials (change "materials" to "equipment") returned after the agreed upon time.
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; revised 5/96; reviewed 5/97;5/98;5/99; revised draft 9/01

VIDEO and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period for entertainment videos and DVDs will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction videos and nonfiction DVDs will be one week.
4. Entertainment videos and DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations may obtain an extended loan only on videos and DVDs that have been cleared for public performance.
5. Each person may borrow two (2) entertainment videos, two (2) DVDs and two (2) nonfiction videos which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on videos or DVDs except in the following situations: A teacher or student wishing to use a video or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a video or DVD *that has been cleared for public performance* may also reserve the item for a specific date.

Adopted 5/94; revised 7/00; draft 9/01

Jasper County Public Library Internet Acceptable Use Policy Agreement

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered to give free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Minor children between the ages of 10 and 18 must have parental permission to use Internet workstations. Children under the age of 10 may use Internet workstations only when accompanied by a parent or guardian. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. JCPL's public Internet workstations may not be used to access newsgroups, BBs's, or chatrooms. Mail preferences on public Internet workstations may not be changed in order to access e-mail. E-mail that does not require these changes is allowable.
4. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to send, receive or display text or graphics that may be reasonably construed as obscene or offensive

- use of the network for solicitation, advertisement, or for any other commercial purposes.
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment
5. Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.
 6. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
 7. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
 8. The Library reserves the right to limit the amount of time users may spend online.
 9. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

The KIDS CAT gives young users access through the Internet to especially selected websites oriented to the needs of children. CD ROM workstations give users access through the Internet to INSPIRE and other online databases. Both KIDS CAT and CD ROM workstations are accessible to all patrons. Parental consent is not required for minors.

2/96; revised 2/97; 6/97; 6/98; 11/98; 5/00; draft 9/01

Salary Ordinance 2001
Updated 9/25/01

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked	W	Start Date	Raise Date(s)	Step
Black, Maegan	Page	\$5.50	\$654.50	8.5	W	9/17/01		1a
Parish, Lynda	Page	\$5.50	\$654.50	8.5	W	9/18/01		1a

Maegan and Lynda were hired to replace Nanette Speacht who moved up to a Library Assistant position at Wheatfield.

We have examined and approved the changes in the salary ordinance. Dated October 8, 2001.

Susan Deardoff

Joan A. Flayd

Christa Lynn

Marionne Taylor

Mike Hering III

Timothy M. Schultz

Genevieve Egan

MEMORANDUM

AFLAC Supplemental Insurance

Summary: The board approved our using an IRS Code Section 125 plan for employee health insurance and life insurance in 1998.

In August, we began implementing an AFLAC supplemental insurance plan under Section 125. Unlike the basic Health Insurance and Term Life Insurance plans we have, it is available to part-time as well as full-time employees. Because there was no cost to the employer (the employee pays all costs), I told you of this additional insurance, but did not ask for board approval.

When we received our Administration Manual for the AFLAC Flex One plan last week, we found that board approval is required. We also found that we should have a written plan for rules under which we operate our Section 125 plan. The extent of our present written plan is what is in our Personnel Policy.

By Monday, I hope to have a written plan for our use of the Section 125 plan. I will ask for your approval.

The attached "Flex One" plan document request specifies benefits we offer.

Discussion: We adopted the AFLAC FLEX ONE plan, which allows employees to pay premiums for specific supplemental policies on a *before tax* basis (Premium Only Plan). This decreases income taxes paid by employees and it decreases the FICA taxes that we, JCPL, pays. It is an advantage to us as well as to the employee.

Vote: To approve the addition of the AFLAC FLEX ONE plan to our Section 125 plan. To approve the written plan document.

☒ **FLEX ONE® PLAN DOCUMENT REQUEST (PDR)** / ☐ **FLEX ONE® CHANGE FORM**
(Failure to complete all information will cause a delay in processing requested documents. Instructions on back.) (Complete only those items to be changed.)

NUMBER OF EMPLOYEES: 40
NEW/EXISTING ACCT.: New
EXISTING, GIVE ACCT. #: _____
ARE YOU PRESENTLY UNDER A CAFETERIA PLAN?
☒ YES ☐ NO Current Plan Year 01-01-01 / 12-31-01
OPEN ENROLLMENT PERIOD: ☒ 30 DAYS ☐ 60 DAYS ☐ 90 DAYS

[Indicate type of change(s) when using Change Form]

☐ Reinstatement ☐ Plan Year Change ☐ FSA Processing Type
☐ POP to Full Plan ☐ Lost Documents ☐ Eligibility
☐ Full Plan to POP ☐ Add Affiliate ☐ Data Change
☒ Add Benefit(s) ☐ Delete Benefits(s) ☐ Other _____

The employer detailed below plans to establish/amend its Flexible Benefits Plan in accordance with Section 125 of the Internal Revenue Code (IRC).

1. EMPLOYER FEDERAL TAX ID# (must be nine digits): _____
2. NAME AND MAILING ADDRESS OF BUSINESS: Asper County Library
208 W. SUSAN ST Kennesaw GA 30144
- 3a. TELEPHONE NUMBER (770) 866-5881 3b. FAX NUMBER: (770) 866-7378 3c. EMAIL ADDRESS: _____
4. PLAN ADMINISTRATOR/PRIMARY CONTACT: Gail Jung
5. EFFECTIVE DATE (First Plan Year): Beginning Month/Day: 08-01-01 Ending Month/Day: 12-31-01
6. EMPLOYER BUSINESS TYPE: Corporation () Sub S Corporation () Partnership () Sole Proprietorship () Other government
7. IS THIS A LEASING COMPANY OR PROFESSIONAL EMPLOYEE ORGANIZATION? ☐ Yes ☒ No
8. NAME, TITLE AND ADDRESS OF: Gail Jung
LEGAL REPRESENTATIVE, (i.e., 208 W. SUSAN ST.
attorney, corporate officer or owner) Kennesaw GA 30144
9. ELIGIBILITY DATE: ☒ On the first day of the month following 30 days of employment.
() Other (explain) _____

All employees shall be eligible under the plan except the following: (describe) _____

10. BENEFITS TO BE INCLUDED (QUALIFIED UNDER SECTION 106 of the IRC):
() Medical Coverage ☒ Intensive Care Insurance ☒ Cancer Insurance () Group Term Life Insurance
() Disability Income - Long-Term () Disability Income - Short-Term ☒ Hospital Indemnity Insurance () Specified Health Event
() Vision Care Coverage ☒ Accident Insurance () Dental Coverage
11. AFFILIATED COMPANIES Adopting Plan: _____

12. FLEXIBLE SPENDING ACCOUNT INFORMATION ONLY

SECTION (129) () Dependent Child Care (Annual maximum cannot exceed \$5,000 by law)

SECTION (105) () Unreimbursed Medical Expense (Plan Year maximum employer choice) \$ _____

FLEX ONE® as Claims Service Provider (Please check one remittance option):

Standard Processing remitting by:

☐ Wire ☐ Check ☐ Fasfunds

Daily Processing remitting by:

☐ CB&T Account

☐ Local Account

Employer as Claims Service Provider:

☐ Self Administration

Employer issues check

☐ Self Pay Processing

BANK ACCOUNT INFORMATION (To be completed ONLY if using Daily CB&T or Fasfunds)

County in which original corporate resolution was adopted: _____ Date of meeting _____

Does the corporate resolution require shareholder approval for resolution adoption? ☐ Yes ☐ No

Physical address of meeting: _____

Authorized Signers and their titles:

(1) _____ (2) _____

(3) _____ (4) _____

Number of signatures required on a check: _____

13. REMARKS:

The employer acknowledges that neither AFLAC nor its agents is providing legal or tax advice nor serving as the plan administrator or a plan fiduciary under the plan. The employer shall be the sole party responsible for establishment of the plan under applicable law. AFLAC shall have no power or authority to waive, alter, breach or modify any terms and conditions of the plan. The employer shall retain all responsibility and liability for the plan, except as may otherwise be specifically agreed to in writing by an officer of AFLAC. The Plan Sponsor/Administrator should consult its own tax advisor regarding the plan and any changes to the plan. The Employer acknowledges receipt of the Summary of Plan Sponsor Responsibilities printed on the last page of this form and agrees to fulfill its responsibilities as stated therein.

ASSOCIATE #: Y4950 NAME: CHARLES CLARK

MAILING ADDRESS: ☐ [Express Mail to Street Address Only]

42608 E Shepard St
DeMott GA 30146 PHONE: (770) 395-6091

Gail Jung 6-27-01
Signature of FLEX ONE® Certified Associate Date

Gail M. Jung 6-27-01
Signature of Authorized Representative of Employer Date

GAIL M. JUNG 6-27-01
Print Name of Authorized Representative of Employer Date

MEMORANDUM

NIPSCO Price Protection Service

Summary: NIPSCO is offering two versions of Price Protection Service on gas service for the next twelve months: a fixed price option and a capped price option. We can enroll in either or in neither.

Gail has compiled a record of what we have paid for DeMotte per therm for the past year. (See R 18) Wheatfield will have an almost identical cost. Rensselaer does not buy gas directly from NIPSCO.

What do you advise?

Discussion: If we enrolled now in the fixed price option, we would have a fixed price of 44.30 cents per therm. If we enrolled now in the capped price option, we would have a cap (not to exceed) price of 42.80 cents per therm + a 10 cent service charge per therm. If gas costs were less, we would pay whatever the lower rate per therm is (plus service fee). If we do nothing, we will pay the market price per month.

Vote: To enroll in either the fixed price option or the capped price option, or to do nothing.

DEMOTTE LIBRARY UTILITIES

GAS CONSUMPTION/COSTS

	<u>Therms</u>	<u>Nipsco Chg</u>	<u>Vol.Energy Serv.</u>	<u>Cost Per Therm Rate</u>	<u>TOTAL Gas Cost</u>
<u>2000</u>					
12/17-1/18/00	2256.7	\$609.72	\$591.26	\$0.2640	\$1,200.98
1/18-2/16	2383.1	\$644.03	\$624.37	\$0.2620	\$1,268.40
2/16-3/17	1586.7	\$425.46	\$458.56	\$0.2890	\$884.02
3/17-4/18	1608.2	\$384.40	\$529.10	\$0.3290	\$913.50
4/18-5/17	1135.5	\$252.23	\$384.93	\$0.3390	\$637.16
5/17-6/16	745.4	\$170.51	\$310.87	\$0.4171	\$481.38
6/16-7/19	578.2	\$138.65	\$278.88	\$0.4823	\$417.53
7/19/00-8/18	603.7	\$146.81	\$268.25	\$0.4443	\$415.06
8/18-9/19	594.8	\$143.17	\$275.83	\$0.4637	\$419.00
9/19-10/18	1220.7	\$269.51	\$650.22	\$0.5327	\$919.73
10/18-11/17	1372.7	\$304.06	\$723.82	\$0.5273	\$1,027.88
11/17-12/19	<u>2711.9</u>	<u>\$592.40</u>	<u>\$1,615.88</u>	\$0.5958	<u>\$2,208.28</u>
Total 2000	16797.6	\$4,080.95	\$6,711.97		\$10,792.92
<u>2001</u>					
12/19-1/18/01	2467.4	\$549.46	\$2,278.38	\$0.9234	\$2,827.84
1/18-2/16	1945.4	\$1,934.79	\$0.00	\$0.6146	\$1,934.79
2/16-3/19	2159.0	\$2,063.70	\$0.00	\$0.6893	\$2,063.70
3/19-4/16	1202.5	\$1,136.18	\$0.00	\$0.5834	\$1,136.18
4/16-5/17	746.6	\$711.98	\$0.00	\$0.5899	\$711.98
5/17-6/19	703.8	\$579.34	\$0.00	\$0.4756	\$579.34
6/19-7/19	399.2	\$296.99	\$0.00	\$0.3882	\$296.99
7/19-8/17	20.2	\$18.72	\$0.00	\$0.3639	\$18.72
8/17-9/18	0	\$6.07	\$0.00	\$0.3389	\$6.07
9/18-					\$0.00
					\$0.00
					\$0.00

FY 2002/ Technology Grants for Public Libraries Part A

Jasper County Public Library

A. Upgrades to Local Area Network: Total budget - \$26,200

Project Goals:

To upgrade each of our three Local Area Networks with new dataservers that will run the Netware 5.1 operating system and serve as our print, file, mail and application servers. We currently have dataservers running Netware 4.11, but it's necessary to upgrade in anticipation that Novell will be discontinuing 4.11 support. These servers will provide patrons reference database and printer access. They will allow staff to store files on our network where these files will be backed up nightly.

We have \$30,000 set aside in our Capital Projects fund for technology needs; however, this is not a sufficient amount to cover all of our technology needs. After our recent automated system upgrade, we realized that it is necessary to replace many of our older PCs with faster ones so that our online catalog will perform more efficiently for our patrons.

Project Objectives:

To install a new datsaserver at each branch with Netware 5.1 installed.

To install upgraded versions of our tape backup software on each server (this involves purchasing upgrades for two of our servers because the current version will not work on Netware 5.1).

To install hardware and software that will allow us to share CD-ROM databases with each LAN.

Project Timeline:

We applied for USF funding for these servers in Year 4; however, they were not funded due to our discount percentage (around 60%). We will apply again for discounts in Year 5. After we hear of our funding status (sometime around July 1, 2002), we will order the servers and software and schedule completion of the project with our consultants, ThinkTank (Merrillville, IN).

Project Budget:

Category	Total project budget	Amount to be funded from grant
3 Dataservers	\$9,000	\$9,000
Netware 5.1 for 3 dataservers	\$3,500	\$1,000
ARCServeIT backup software upgrades	\$ 600	\$ 0
CD-ROM Networking Hardware	\$4,500	\$ 0
Consulting time	\$8,600	\$ 0

R 22

For ISL Use Only: Name _____ Project # _____
Date Received _____

LSTA TECHNOLOGY GRANT APPLICATION 2002

- You may apply for a Part A (page 2) or Part B (page 3) grant, but not both.
- Amounts are maximum grants.
- Please enter the grant amount for which you are applying in the blank before the number.
- Attach extra pages for narrative and budget as instructed.

Part A. \$10,000 maximum grant to an individual public or academic library, or a school corporation.

\$ _____ 1. An individual grant for a library to join an existing technical assistance consortium.
(\$1000 per library) An example of one in Northern Indiana is NICCL. For start-up costs for a new consortium, apply under Part B.

\$ X 2. LAN or WAN installations or upgrades
Public library or school corporation only: Will you file for the Year 4 Universal Service (e-rate) discounts for any applicable expenses? X Yes _____ No

\$ _____ 3. Digitization of unique local print resources to make available on-line

\$ _____ 4. Retrospective conversion (conversion of a library's shelflist prior to automation of the card catalog)

\$ _____ 5. Z39.50 or similar software to make an on-line catalog available on the Internet (but NOT the basic circulation or PAC software.)

Applicant(s) Jasper County Public Library

Please indicate the library or school that will receive the grant and act as fiscal agent.

Project Director Sheila Maxwell
Address 208 W. Susan Street
Phone number 219-866-5881 County Jasper
E-mail sheila@jasperco.lib.in.us Congressional District(s) 1st

Signature Sheila B. Maxwell Date 9/25/01

Signature of Public Library Board President, School Superintendent, or Academic Library Director

Date: _____

Questions concerning the grant should be directed to the Library Development Office
Phone 1-800-451-6028
Fax 317-232-0002
Mail application to the Library Development Office, Indiana State Library
140 N. Senate Ave., Indianapolis, IN 46204

JCPL FINANCIAL STATEMENT

September 30, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$110,490.48	\$1,054,232.62	\$12,739.86	\$745,918.55	\$150,321.15
Includes Investments of:						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$1,434.95	\$6,517.27	\$5.00	\$3,487.35	\$2,394.53
DeMotte	\$1,051.81	\$437.69	\$2,918.52	\$0.00	\$2,063.79	\$197.08
Rensselaer	\$3,736.82	\$997.26	\$3,432.41	\$5.00	\$1,263.56	\$1,567.97
Wheatfield	\$635.82	\$0.00	\$166.34	\$0.00	\$160.00	\$629.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$64.29	\$741.23	\$23,519.69
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$70,537.50	\$0.00	\$214,929.98	\$227,889.13
Includes Investments of:						
Capital Projects Fund	\$163,889.20	\$64,460.00	\$80,720.00	\$1,390.57	\$87,903.10	\$171,072.30
Includes Investments of:						
Post/Hospitality Fund	\$0.00	\$0.00	\$1,345.25	\$0.00	\$1,345.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,069.92	\$53,685.24	\$6,069.92	\$53,685.24	\$0.00
FICA Tax Collected	\$0.00	\$4,465.30	\$39,722.52	\$4,465.30	\$39,722.52	\$0.00
State Tax Collected	\$1,740.67	\$2,004.84	\$17,355.35	\$1,977.27	\$17,591.95	\$1,977.27
County Tax Collected	\$468.08	\$554.54	\$4,781.56	\$546.54	\$4,860.02	\$546.54
Deferred Comp.	\$0.00	\$2,682.51	\$23,371.21	\$2,682.51	\$23,371.21	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,611.36	\$17,116.12	\$2,438.82	\$17,309.54	\$193.42
Employee Health/Life Insur.	\$0.00	\$17.80	\$26.80	\$26.70	\$44.60	\$17.80
Employee P.E.R.F.	\$4,186.03	\$0.00	\$12,882.25	\$1,748.72	\$13,802.12	\$5,105.90
Credit Union	\$0.00	\$250.00	\$1,150.00	\$250.00	\$1,150.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$195,041.70	\$1,383,515.69	\$34,405.50	\$1,225,862.66	\$583,247.73

Bank Balances**Jasper County Public Library****Report as of: 09/30/2001**

Bank	
1	Peoples State Bank \$551,960.71
2	Demotte State Bank \$7,557.33
3	Lafayette Bank & Trust-LIRF \$23,519.69
4	Cash on Hand \$210.00
5	Fifth-Third Bank CD#002-0585926115 \$0.00
6	Fifth-Third Bank CD#002-0585926131 \$0.00
7	Fifth-Third Bank CD#002-0585926158 \$0.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13	Rens.Bank'g Ctr. CD#400037210 \$0.00
14	Rens. Bank'g Ctr. CD#400037126 \$0.00
15	Rens. Bank'g Ctr. CD#400037128 \$0.00
16	Rens. Bank'g Ctr. CD#400037161 \$0.00
17	Rens. Bank'g Ctr. CD#400037160 \$0.00
Total all banks =	
\$583,247.73	

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

F 2 a

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				<u>\$48,623.70</u>		CPF		<u>\$398.00</u>	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				<u>\$ 1,963.00</u>		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	
				\$ 100,000.00		OPER		\$3,778.02	
				\$ 144,351.03		BIRF			
				<u>\$ 55,648.97</u>		CPF		<u>\$860.31</u>	
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001	\$4,638.33	

09/28/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 09/01/2001 To 09/30/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$35,346.94	\$11,869.06	74.9
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$53,658.75	\$473,469.72	\$162,284.28	74.5
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,214.75	\$27,739.20	\$14,822.80	65.2
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,465.30	\$39,722.52	\$15,780.48	71.6
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$800.85	\$1,194.15	40.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$22,544.00	\$9,149.00	71.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$1,287.29	\$31,873.29	\$2,936.16	\$23,626.91	\$8,246.38	74.1
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$41.25	\$763.51	\$736.49	50.9
Subtotal	\$846,809.00	\$1,287.29	\$848,096.29	\$68,250.87	\$624,013.65	\$224,082.64	73.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$22.50	\$708.33	\$209.67	77.2
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$15.00	\$6,215.00	\$504.15	\$4,149.41	\$2,065.59	66.8
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$0.00	\$2,214.63	\$1,612.31	57.9
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$0.00	\$2,869.99	\$2,033.29	58.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$665.70	\$1,665.70	\$1.97	\$1,943.03	(\$277.33)	116.6
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$4.71	\$27.77	\$122.23	18.5
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$233.03	\$166.97	58.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$71.46	\$3,692.25	\$317.74	92.1
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$185.38	\$3,434.77	(\$934.77)	137.4
Subtotal	\$24,360.00	\$838.91	\$25,198.91	\$790.17	\$19,273.21	\$5,925.70	76.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$14,791.25	(\$14,791.25)	#Div/0!
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$687.50	\$812.50	45.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$125.00	\$3,940.00	\$2,060.00	65.7
3.21 TELEPHONE	\$7,000.00	\$582.27	\$7,582.27	\$380.21	\$5,478.50	\$2,103.77	72.3
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$83.86	\$3,564.14	\$1,363.13	72.3
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$171.00	\$4,810.71	\$2,189.29	68.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$118.00	\$8,118.00	\$255.00	\$6,807.28	\$1,310.72	83.9
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$701.11	\$3,615.25	\$4,384.75	45.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,084.72	\$415.28	72.3
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$155.00	\$95.00	62.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$402.46	\$20,732.31	\$5,267.69	79.7
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$4,437.40	\$32,328.99	\$13,671.01	70.3
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$706.95	\$243.05	74.4
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$182.51	\$1,739.04	\$660.96	72.5
3.61 BUILDING & STRUCTURES	\$48,000.00	\$2,270.23	\$50,270.23	\$14,754.28	\$39,023.34	\$11,246.89	77.6
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$403.41	\$1,499.12	\$4,500.88	25.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$296.55	(\$16.55)	105.9
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$10.00	\$2,308.03	\$291.97	88.8
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$3,284.14	\$46,715.86	6.6
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$0.00	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$3,310.54	\$49,965.41	\$3,642.09	93.2
Subtotal	\$279,195.00	\$22,268.27	\$301,463.27	\$25,286.58	\$210,223.48	\$91,239.79	69.7
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$5,274.99	\$49,699.99	\$5,646.54	\$42,954.39	\$6,745.60	86.4
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$6,615.55	\$97,392.70	\$56,212.75	63.4
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$216.00	\$18,878.07	\$5,121.93	78.7
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$3,684.77	\$41,497.12	\$18,559.83	69.1
Subtotal	\$278,425.00	\$8,937.39	\$287,362.39	\$16,162.86	\$200,722.28	\$86,640.11	69.8
Grand Total	\$1,428,789.00	\$33,331.86	\$1,462,120.86	\$110,490.48	\$1,054,232.62	\$407,888.24	72.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

***Appropriation Report for* 160 CAPITAL PROJECTS FUND**

Jasper County Public Library

Report Date: From 09/01/2001 To 09/30/2001

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$100,000.00	\$0.00	\$100,000.00	\$64,460.00	\$80,720.00	\$19,280.00	80.7
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$100,000.00		\$100,000.00	\$64,460.00	\$80,720.00	\$19,280.00	80.7
Grand Total	\$100,000.00	\$0.00	\$100,000.00	\$64,460.00	\$80,720.00	\$19,280.00	80.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- A/P #1 (Ace
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Amt.p
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b
08/13/2001	100	3.21	\$573.01	Sprint L.D.-USF reimbursement (Jun-Jan'0
08/13/2001	100	1.24	\$435.62	Cobra Reimburs.(June)Amt pd to Anthem f
09/06/2001	100	2.13	\$15.00	Rebate on Astrobrights Color Copy Paper
09/20/2001	100	3.21	\$9.26	Refund-Sprint (956-2144 line) cancelled. A/
09/21/2001	100	3.61	\$183.00	Ins. Claim-Broken Window Pane @ Rens.
09/27/2001	100	3.24	\$18.00	ILF Refund for District 2 cancellation (A/P#
09/27/2001	100	4.4	\$5,000.00	LSTA Grant reimbursement for TLC Server

Register of Claims
Jasper County Public Library

Report Date: From 09/01/2001 To 09/30/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20273	756	A.M. Best Company, Inc.	09/10/2001	Books	\$269.85
20274	757	ADAIR PERFORMANCE, INC	09/10/2001	Deposit for Halloween Program, 10/25 @ Wh. Lib.	\$100.00
20275	758	AFLAC	09/10/2001	Supplemental Insurance-August Premium	\$132.70
20276	759	ALCO DISCOUNT STORE #290	09/10/2001	Posterboard	\$8.18
20277	760	AUDIO EDITIONS	09/10/2001	Books on Tape	\$243.46
20278	761	AVC CORPORATION	09/10/2001	Financial Computer Service Contract-Sep	\$99.00
20279	762	BAKER & TAYLOR	09/10/2001	Books, Gift Books, Continuations, Auto. Yours Books, Title Source II, A.V.	\$6,105.28
20280	763	BETHANY HOUSE PUBLISHER	09/10/2001	Children's Books	\$13.91
20281	764	BOOKPAGE	09/10/2001	Bookpage Subscription, 10/01-10/02	\$216.00
20282	765	BROWN'S WEST SIDE GARDE	09/10/2001	Migration Computer Storage	\$25.00
20283	766	CHERYL WARRAN	09/10/2001	Janitorial work @ Wh. Lib.	\$41.25
20284	767	CLARIDGE PRODUCTS & EQUI	09/10/2001	Fabricork Bulletin board @ DeM. Lib.	\$209.74
20285	768	CPI VALUE GUIDES	09/10/2001	Books	\$29.00
20286	769	CRITICS' CHOICE VIDEO	09/10/2001	Videos	\$113.00
20287	770	CROSSWIND SERVICES, INC.	09/10/2001	Cleaning of water damaged HP Printer & Dell Monitor	\$25.00
20288	771	CULLIGAN	09/10/2001	Sep Rental -Water Cooler @ Wh. Lib.	\$9.95
20289	772	DELL MARKETING L.P.	09/10/2001	Dell Monitor replacement-DeMotte Lib.	\$214.00
20290	773	DIANA KOOY	09/10/2001	Mileage	\$19.32
20291	774	GA FOODS GROUP	09/10/2001	Mgmt. Mtg. Supplies (Aug)	\$15.19
20292	775	GAIL JUNG	09/10/2001	Rens. Petty Cash	\$59.28
20293	776	GALE GROUP	09/10/2001	Encyclopedia Of Associations	\$150.39
20294	777	GIESLER ELECTRIC, INC	09/10/2001	Outlet for Wireless Connection-DeM. Lib.	\$193.11
20295	778	HAINES & COMPANY, INC.	09/10/2001	Northwest Ind. Directories	\$687.00
20296	779	HERITAGE OFFICE PRODUCT	09/10/2001	Typewriter, Cleaning water damaged typewriters, Wh. Copier drum	\$521.51
20297	780	HYPER TECHNOLOGIES. INC	09/10/2001	Winselect 5.0 Licenses-12	\$608.00
20298	781	INGRAM	09/10/2001	Paperback books	\$28.72
20299	782	INSPIRATIONAL BOOK DISTRI	09/10/2001	Christian Books	\$52.58
20300	783	JACK STANDISH	09/10/2001	Oak Cabinet-Rens.	\$217.15
20301	784	K.V.ELECTRIC	09/10/2001	Draw on Electrical Lighting changes completed per contract	\$10,200.00
20302	785	KATHRYN B. WEED	09/10/2001	Mileage	\$37.26
20303	786	LEISURE ARTS	09/10/2001	Spirit of Christmas Series	\$29.91
20304	787	MARK SHEPPERD TREE SERV	09/10/2001	Tree Removal @ Rens. Lib.	\$2,785.00
20305	788	MARLENE BEEDLE	09/10/2001	Mileage	\$35.88
20306	789	MICROMARKETING,LLC	09/10/2001	Children videos	\$68.97
20307	790	MicroWAREHOUSE	09/10/2001	HP DeskJet 960cse Printer (replacement for water damaged HP 732c Printer)	\$215.39
20308	791	NORTHWESTERN INDIANA TE	09/10/2001	Telephone service -Sep	\$26.41
20309	792	PATTY STRINGFELLOW	09/10/2001	TLC Training expenses	\$47.22
20310	793	PRECISION CONTROL SYSTE	09/10/2001	Mtnce Contract Jan-Jun'01; Chiller outside fan unit cleaning; Relief valve replace, repacked valve, roof leak inspection-D; ,	\$3,733.89
20311	794	QUILL	09/10/2001	Binders, Toner Cartridges, Wkly Appt. bk, labels, etc.	\$513.11
20312	795	RENEE CARR	09/10/2001	Mileage	\$15.18
20313	796	REBECCA GIBSON	09/10/2001	Mileage, Books, stamps, Counterparts Mtg. Expenses	\$219.91
20314	797	SECURITY COURIERS CORP.	09/10/2001	Courier service between branches-August	\$832.32
20315	798	SPRINT	09/10/2001	Long Distance calling-August	\$168.96
20316	799	STANDARD & POOR'S CORP.	09/10/2001	Outlook, Stock Guide, Bond Guide Subscriptions-DeM.	\$735.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20317	800	STANLEY STEEMER	09/10/2001	Mtg. Room Carpet Cleaning & Upstairs Hallways	\$265.39
20318	801	SUDANCO AFFORDABLE ALTE	09/10/2001	Receipt Printer ribbons	\$185.38
20319	802	THE LIBRARY CORPORATION	09/10/2001	Migration Project-Equipment, Installation, Training per contract; 3-Citizen Printers (TS)	\$70,382.00
20320	803	THOMAS T. BEELER, PUBLISH	09/10/2001	Large Print Books	\$17.15
20321	804	TOWN OF DEMOTTE	09/10/2001	Sewage-July '01 @ DeM. Lib.	\$50.26
20322	805	TOWN OF WHEATFIELD SEW	09/10/2001	Sewage Service @ Wh. Lib.-Sep '01	\$41.05
20323	806	TYSEN'S COUNTRY GROCER	09/10/2001	Counterparts Mtg. Expenses	\$11.47
20324	807	UNIQUE BOOKS, INC.	09/10/2001	Books	\$44.08
20325	808	UNIQUE MANAGEMENT SERVI	09/10/2001	Collections for July-Initial & Secondary	\$149.22
20326	809	WAL-MART COMMUNITY BRC	09/10/2001	Videos, Software, DVDs, Storytime Supply, frames, binders, book wipes, spray paint, drop cloth, etc.	\$1,124.38
0	810	PAYROLL	09/10/2001	PAYROLL	\$32,217.33
20327	811	ALIAC	09/10/2001	Deferred Compensation Contributions	\$1,337.63
20328	812	ANTHEM BLUE CROSS AND B	09/10/2001	September Health Ins. Premium	\$5,330.32
20329	813	INCOLSA	09/10/2001	Developing & Promoting Your YA Collection-10/16/01	\$80.00
20330	814	LA-PORTER FEDERAL CREDIT	09/10/2001	Withheld From Payroll 10 SEP '01	\$125.00
20331	815	NIPSCO	09/10/2001	Demotte Utilites;7/19 - 8/17/01	\$2,026.51
0	816	INTERNAL REVENUE SERVIC	09/11/2001	FED & FICA Tax Withheld 10 SEP 01	\$8,019.08
0	817	INDIANA DEPARTMENT OF RE	09/20/2001	State & County Tax Withheld AUG '01	\$2,559.38
0	818	PEOPLES STATE BANK	09/04/2001	Deposit Slips @ Rens. Library	\$22.50
0	820	JASPER COUNTY PUBLIC LIB	09/10/2001	CD#002-0585926158 Matured	\$300,000.00
0	821	PAYROLL	09/25/2001	PAYROLL	\$28,590.83
20332	822	ALIAC	09/25/2001	Deferred Comp Plan-9/25/01	\$1,344.88
20333	823	ANTHEM LIFE	09/25/2001	October Premium	\$102.30
20334	824	CITY OF RENSSLAER	09/25/2001	Utilities-8/9-9/11/01	\$2,191.60
20335	825	INDIANA LIBRARY FEDERATIO	09/25/2001	IPLA Leadership Conference-10/23-24/01	\$169.00
0	826	INTERNAL REVENUE SERVIC	09/25/2001	EFT-FICA & Federal Taxes Withheld from 9/25/01 Payroll	\$6,981.44
20336	827	KANKAKEE VALLEY READING	09/25/2001	Library Memberships	\$10.00
20337	828	LA-PORTER FEDERAL CREDIT	09/25/2001	Withheld from 9/25/01 Payroll	\$125.00
20338	829	NIPSCO	09/25/2001	Wheatfield Utilities, 8/13-9/13/01	\$772.80
20339	830	SPRINT	09/25/2001	Wheatfield Local; Dataline, Rens. Payphone (September)	\$692.84

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$495,041.70

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, September 28, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8th day of October, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F 5

**Receipt Breakdown
September 30, 2001**

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,125.96	\$19,657.02
DeMotte	\$919.34	\$7,969.33		
Rensselaer	\$755.29	\$7,900.85		
Wheatfield	\$451.33	\$3,786.84		
PHOTOCOPIES:			\$396.60	\$5,037.73
DeMotte	\$149.55	\$2,155.81		
Rensselaer	\$189.55	\$2,226.92		
Wheatfield	\$57.50	\$655.00		
CARDS:			\$10.00	\$760.00
DeMotte	\$2.00	\$272.00		
Rensselaer	\$2.00	\$360.00		
Wheatfield	\$6.00	\$128.00		
INTEREST:			\$4,401.48	\$20,229.19
Checking/Repurchase/Savings	\$623.46	\$5,348.98		
CD's & Investments	\$3,778.02	\$14,880.21		
TAXES:			\$0.00	\$686,861.12
Property Tax	\$0.00	\$370,147.55		
License Excise Tax	\$0.00	\$34,906.16		
Financial Institution Tax	\$0.00	\$647.35		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,669.01		
Local Option/Certified Shares	\$0.00	\$247,950.50		
Local Option/Property Tax Repl.	\$0.00	\$26,821.50		
State Distribution	\$0.00	\$2,719.05		
REFUNDS:			\$5,805.82	\$13,373.49
Insurance	\$183.00	\$4,621.52		
Rebates/Refund	\$187.20	\$307.20		
LSTA Technology Grant	\$5,000.00	\$5,023.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA(Anthem Ins)Reimburseme	\$435.62	\$2,158.53		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment Sale	\$0.00	\$62.00		
Sprint E-rate	\$0.00	\$573.01		
TOTAL OPERATING FUND RECEIPTS.....			\$12,739.86	\$745,918.55
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$5.00	\$3,487.35
DeMotte	\$0.00	\$2,063.79		
Rensselaer	\$5.00	\$1,263.56		
Wheatfield	\$0.00	\$160.00		
LIBRARY IMPROVEMENT FUND:			\$64.29	\$741.23
BOND & INTEREST REDEMPTION FUND			\$0.00	\$214,929.98
Property Tax	\$0.00	\$194,337.13		
License Excise Tax	\$0.00	\$18,326.64		
Financial Institution Tax	\$0.00	\$339.88		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,926.33		
CAPITAL PROJECTS FUND:			\$1,390.57	\$87,903.10
Interest Earned	\$1,390.57	\$6,157.14		
Property Tax	\$0.00	\$73,913.73		
License Excise Tax	\$0.00	\$6,970.30		
Financial Institution Tax	\$0.00	\$129.27		
CVET(Commercial Vehicle Excise)	\$0.00	\$732.66		
HOST/HOSPITALITY FUND:			\$0.00	\$1,345.25
EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$14,199.72	\$1,054,325.46
			TOTAL RECEIPTS	TOTAL RECEIPTS

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$20,205.78	\$171,537.20
FIT Tax Collected	\$6,069.92	\$53,685.24		
FICA Collected	\$4,465.30	\$39,722.52		
State Tax Collected	\$1,977.27	\$17,591.95		
County Tax Collected	\$546.54	\$4,860.02		
Deferred Comp Plan	\$2,682.51	\$23,371.21		
#125 Pre-tax Plan	\$2,438.82	\$17,309.54		
Life/Health Insurance	\$26.70	\$44.60		
PERF	\$1,748.72	\$13,802.12		
Credit Union	\$250.00	\$1,150.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$34,405.50	\$1,225,862.66

Register of Claims
Jasper County Public Library

Report Date: From 10/01/2001 To 10/11/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20340	831	ADAIR PERFORMANCE, INC	10/08/2001	October 25th Performance-Randolph Darken's Stormy Night;W & D	\$400.00
20341	832	AFLAC	10/08/2001	Supplemental Insurance-September Premium	\$132.70
20342	833	ANNE-MARIE EGAN	10/08/2001	Mileage-Wheatfield Board Mtg.	\$15.18
20343	834	AMERICAN LIBRARY ASSN	10/08/2001	Teen Read Week Supplies, Posters, Balloons, Bookmarks	\$62.19
20344	835	AUDIO EDITIONS	10/08/2001	Books on Tape	\$35.95
20345	836	AVC CORPORATION	10/08/2001	Financial Computer Service Contract-OCT '01	\$99.00
20346	837	BAKER & TAYLOR	10/08/2001	Books, Continuations, AV Materials	\$7,661.50
20347	838	BANK ONE	10/08/2001	Administrative Fee	\$550.00
20348	839	BAR CODE DISCOUNT WARE	10/08/2001	Cable:Keyboard Wedge	\$180.89
20349	840	BARNES & NOBLE	10/08/2001	Books, AV Materials	\$599.10
20350	841	BEST BUY CO., INC.	10/08/2001	Video's, CD's, Printer, Ink Cartridges, Laserpointer	\$633.69
20351	842	BETHANY HOUSE PUBLISHER	10/08/2001	Books	\$35.74
20352	843	CENTRAL STATES SALES CO	10/08/2001	Flood Lights	\$196.86
20353	844	CHARLOTTE FAGEN	10/08/2001	Mileage;Teacher Reachers,Indy-CYPD & Expenses	\$83.69
20354	845	CHERYL WARRAN	10/08/2001	Janitorial Services @ Wheatfield Library	\$41.25
20355	846	CRITICS' CHOICE VIDEO	10/08/2001	Video	\$15.88
20356	847	CULLIGAN	10/08/2001	Water & Cooler Rental-Wheatfield	\$44.60
20357	848	DEMCO	10/08/2001	Large Wire Easel, Shelf Finder Putty	\$87.86
20358	849	DIANA KOOY	10/08/2001	Gift Certificate for Adult Reading Program-Wheat; Mileage	\$53.64
20359	850	DIVISION OF ELEVATOR SAFE	10/08/2001	Elevator Inspection-Demotte	\$52.00
20360	851	DUMAS & MORIARTY, L.L.P.	10/08/2001	Conferences;AIA Document, review contract State of Indiana Energy Board	\$250.00
20361	852	FASE'S WATER TREATMENT	10/08/2001	Redout for Softener-Demotte	\$68.25
20362	853	GALE GROUP	10/08/2001	Continuations	\$271.64
20363	854	GLENDA BROWN	10/08/2001	Mileage-District II Sep 26, 2001	\$66.24
20364	855	GROLIER EDUCATIONAL COR	10/08/2001	Encyclopedia Americana	\$801.43
20365	856	HERITAGE OFFICE PRODUCT	10/08/2001	Silver Markers	\$16.68
20366	857	HIGHSMITH CO. INC.	10/08/2001	Economy Bibliofile Label Set	\$72.47
20367	858	HP PRODUCTS CORP.	10/08/2001	M-Fold & Paper Towels, Toilet Tissue,Kleenex, Brush Strip	\$651.63
20368	859	INDIANA DEPT.OF WORKFOR	10/08/2001	Unemployment Compensation	\$241.40
20369	860	INDIANA UNIVERSITY PRESS	10/08/2001	Book	\$33.12
20370	861	INGRAM	10/08/2001	Books	\$170.20
20371	862	INSPIRATIONAL BOOK DISTRI	10/08/2001	Books	\$76.01
20372	863	JILL TACHTIRIS	10/08/2001	Mileage-INCOLSA Workshop Indy	\$77.97
20373	864	KC CONSTRUCTION SUPPLY	10/08/2001	Sidewalk Caulk Sealant	\$147.60
20374	865	KEM'S TRUSTWORTHY HARD	10/08/2001	Lambswool Duster	\$7.59
20375	866	KRISTINE L.MAYS	10/08/2001	Mileage-Bookrepair workshop 9/11/01	\$15.18
20376	867	K.V.ELECTRIC	10/08/2001	Balance on Electrical Contract & Extra Lamps	\$10,489.50
20377	868	LINDA THOMPSON	10/08/2001	Pencil holder, File Sorter-Wheat	\$7.94
20378	869	LISA RUSHER	10/08/2001	Gift Cards for Teen Read Week Prizes	\$20.00
20379	870	LYNN DAUGHERTY	10/08/2001	Mileage	\$160.77
20380	871	MARLENE BEEDLE	10/08/2001	Advertising KV High School Spirit-Demotte	\$75.00
20381	872	MIDWAY ELECTRONICS	10/08/2001	Wireless Communication, repair to pager	\$4,632.00
20382	873	MIKE POTTS TRIBUTE ARTIST	10/08/2001	Entertainment Fall Festival 10/16/01-Rens	\$150.00
20383	874	INDIANA CHAMBER	10/08/2001	Books	\$45.00
20384	875	NEAL-SCHUMAN PUBLISHERS	10/08/2001	Books	\$375.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20385	876	CHICAGO TRIBUNE	10/08/2001	Subscription-6mon @ DeM. Lib.	\$108.16
20386	877	DIANE KROS	10/08/2001	Mileage -bank deposits, Teacher Reacher, Counterparts Mtg, B&T Demo, Bd. Mtg	\$69.35
20387	878	KATHRYN B. WEED	10/08/2001	Mileage-Def. Comp Mtg., Digitization Proj., ASK Committee Mtg, Databases Mtg.	\$96.26
20388	879	KEVIN GIBSON	10/08/2001	Yard & Gutter Cleanup, Carpet Cleaning	\$65.00
20389	880	NIPSCO	10/08/2001	DeMotte Utilities-8/17-9/18/01	\$1,829.89
20390	881	ON CUE #6106	10/08/2001	CD-Roms, A.V.	\$52.17
20391	882	OOMS DISPOSAL SERVICE IN	10/08/2001	4th Qtr Trash Pick-up @ DeMotte Library	\$56.50
20392	883	PEGGY WOODS	10/08/2001	Mileage-Aetna Def. Comp Mtg.	\$7.59
20393	884	PLATINUM PLUS FOR BUSINE	10/08/2001	CYPD Conf. Accommodations- Holiday Inn of Lebanon-9/9 & 9/10/01	\$68.20
20394	885	POWERKIDS PRESS	10/08/2001	Books	\$239.40
20395	886	PRECISION CONTROL SYSTE	10/08/2001	Broken Air Relief Vents @ DeMotte; Bearing Assy, Repacked valve Assy, leaking Actuators repairs @ Rens.	\$5,763.42
20396	887	PRECISION GLASS	10/08/2001	Window Pane cracked @ Rens. Lib.	\$183.00
20397	888	PUBLIC EMPLOYEES' RETIRE	10/08/2001	3rd Qtr Payment-Retirement Plan (Employer & Employee Contributions)	\$12,960.84
20398	889	QUILL	10/08/2001	InkJet Cartridges, copy paper, filament tape, canned air, file labels, brochure paper, colored dots	\$1,061.99
20399	890	REBECCA GIBSON	10/08/2001	Mileage, videos, prints, Lib. decorations & supplies, phone stands	\$409.49
20400	891	RECORDED BOOKS, LLC	10/08/2001	Audiobooks	\$347.20
20401	892	REGENT BOOK CO., INC.	10/08/2001	continuations	\$21.98
20402	893	RELIABLE EXTERMINATORS, I	10/08/2001	Qtly Pest Control @ Rens. Lib.	\$150.00
20403	894	RENS./REMINGTON CHAMBER	10/08/2001	Chamber Annual dues	\$125.00
20404	895	SEA CHANGE CORPORATION	10/08/2001	BookWhere 2000 Version Upgrade	\$110.00
20405	896	SECURITY COURIERS CORP.	10/08/2001	Courier Service-8/31-9/21/01 between branches	\$890.40
20406	897	SMILEMAKERS	10/08/2001	Fall Festival Program supplies-Rens. Lib.	\$58.30
20407	898	SPRINT	10/08/2001	D-R-W Telephone Long Distance-Sep'01	\$139.01
20408	899	STANDARD & POOR'S CORP.	10/08/2001	" Outlook" publication - 1 yr. subsc.	\$298.00
20409	900	TOWN OF DEMOTTE	10/08/2001	DeMotte Sewer Service-August 01	\$50.26
20410	901	TYSEN'S COUNTRY GROCER	10/08/2001	Air Deodorizers, Cloth Towels, Bk Disc/Adult Programs @ DeM.	\$25.42
20411	902	TYSEN'S FAMILY FOOD CENT	10/08/2001	Cleaning & Storytime Supplies @ Wh. Lib.	\$10.88
20412	903	TOWN OF WHEATFIELD SEW	10/08/2001	Oct Sewer Service @ Wh. Lib.	\$41.05
20413	904	UNIQUE MANAGEMENT SERVI	10/08/2001	Initial & Secondary Placements to Collections-August '01	\$115.38
20414	905	VIKING OFFICE PRODUCTS	10/08/2001	InkJet Cartridges, Calendars, Overdue Notice Envelopes	\$191.93
20415	906	WAL-MART COMMUNITY BRC	10/08/2001	Videos, Program Supplies @ Rens.	\$148.90
20199	907	CHEM-TECH INTERNATIONAL,	10/08/2001	Returned Product-void check and A/P #676	(\$204.00)
0	908	PAYROLL	10/10/2001	PAYROLL	\$28,618.43
20416	909	ALIAC	10/10/2001	Deferred Compensation Plan-10/10/2001	\$1,365.37
20417	910	ANTHEM BLUE CROSS AND B	10/10/2001	October Health Ins. Premium-10/10/01	\$5,734.30
20418	911	LA-PORTER FEDERAL CREDIT	10/10/2001	Withheld From Payroll 10/10/01	\$175.00
0	912	INTERNAL REVENUE SERVIC	10/11/2001	FICA & FED Tax Withheld 10 OCT '01	\$6,917.52
20419	914	NANCY PHILLIPS	10/08/2001	Laura Ingalls Wilder Program-10/19/01	\$40.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$98,246.78

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, October 04, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$98,246.78**

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, November 12, 7:00 PM

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy revisions (Material Selection, Microform Reader/Printer, Indemnification, Sexual Harassment) (R 13-R 20)
- D. Salary ordinance update (R 7)

General Business

- | | |
|---|--------|
| A. Health insurance (R 21) | Action |
| B. Tax abatement (R 25-R 29) | Action |
| C. Presentation of slate of officers (R 29) | Action |
| D. Wheatfield Feasibility Study (R 31) | Action |

Director's Report (R 29- R 32)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes October 8, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mike Crawford, Joan Floyd, Mari Anne Sayler, Tim Schultz, Sue Deardorff, Anne-Marie Egan, Mark Heinig III, Lynn Daugherty.

Agenda/Consent Agenda: On a motion by M. Crawford, seconded by J. Floyd, the Consent Agenda and Agenda items including September Minutes, Financial Reports, revisions to the Audiovisual Equipment Loan Policy, Video/DVD Policy and Internet Acceptable Use Policy, and a Revised Salary Ordinance were approved unanimously.

LSTA Grant for 2002: On a motion by M. Heinig, seconded by M. Crawford, the board voted unanimously to apply for an LSTA Grant to purchase three dataservers and Netware 5.1 software for them as part of a larger project to upgrade the library's local area network. The Board asked that Sheila be thanked for her work in preparation of this grant proposal.

NIPSCO Price Protection: On a motion by M. Crawford, seconded by J. Floyd, the board voted that we should not contract for NIPSCO price protection at this time.

Section 125 Plan approval: The board approved the library's Section 125 Plan on a motion by S. Deardorff, seconded by M. Crawford. The Plan details the types of health insurance approved by the board to be paid under the library's Premiums only Section 125 plan. Included are Anthem Health and Life Insurance and AFLAC Intensive Care Insurance, Accident Insurance, Cancer Insurance and Hospital Indemnity Insurance.

Director's Report: Wheatfield has lost one of their new pages, due to health problems.

The library will receive an extra \$116,752 from CAGIT next year and \$13,007 from PTRC.

Three new computers have been ordered so that slow OPAC workstations can be replaced.

At DeMotte, the boiler has been restarted, with no glycol or chemicals added. Glycol and chemicals will be added in their proper proportions when new boilers have been installed. The Rensselaer Library's boiler will be drained and a new form of glycol added when it is refilled also. This type of glycol has additives which make it more effective and protect the water from becoming acidic too fast. Glycol must be replaced every 8-10 years.

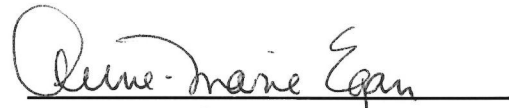
Having heard the report of Certified Labs concerning the water presently in the Rensselaer heating system, the director feels the right decision was made in changing water testing labs. The water is very acidic, and contains improper amounts of chemical

additives. Automatic relief vents at Rensselaer were nearing complete deterioration. All have been replaced. The insurance company's investigator as well as Precision Controls and Certified Labs seem to feel the deterioration points to the poor water quality.

DeMotte's wireless connection has been up and down for the past week and a half. The problem was caused by a bad radio and also by interference from a change in radio frequency of a business renting space on the Midway Electronics wireless tower. One problem has been resolved. They are still waiting for a replacement radio. We are a beta (test) site for Midway's wireless Rensselaer to DeMotte connection and are, therefore, paying only $\frac{1}{2}$ the normal charges for service for 3 months while kinks are being worked out of the system. We will need to find an alternative to this wireless data connection if Midway cannot make the service reliable. Hopefully, problems will be resolved quickly.

With no other business to discuss, the meeting adjourned at 7:50 PM on a motion by S. Deardorff, seconded by M. Crawford.


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

October 2001

[illegible][illegible]
$$\pi$$

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	139	30	54	12	157	34	350	76
LOCAL HISTORY								
In person	25	7	12	3		0		0
Letters written	4	4	5	5		0		0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	14	1	45	4	41	3		0
VCR Use	3	0	0	0	2	0		0
Microforms	2	0	10	1		0		0
CD ROM/Online databases	37	3	71	6	5	0	372	31
Typewriter use	4	0	1	0	2	0	7	0
Other equipment used	4	1	2	1		0	6	2
 Tax Forms distributed		0	20	0		0	20	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	40	27		0	41	27
Notarized documents	2	1	5	1	1	0	8	2
Meeting Room Use (no. of groups)	72	24	33	11	57	19	162	54
Study room use	22	2	23	2	5	0	50	4
INTERLIBRARY LOANS								
Requests made for:	86	22	87	22	13	3	186	47
Items rec'd for:	81	41	78	39	15	8	174	87
 Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7581	7820	3114	18515
 Non-resident, paying	12	24	0	36
PLAC card users	0	1	0	1
Reciprocal borrowers	429	258	22	709

PROGRAMS

Programs for all ages	3	18	1	6	1	6	5	30
Children's Programs (0-13)	43	258	10	60	12	72	65	390
Number attending	695		402		131		1228	
YA Programs (14-17)	7	42	0	0	0	0	7	42
Number attending	120		1		4		125	
Adult Programs	1	6	9	54	3	18	13	78
Number attending	217		153		24		394	
Senior Citizen Programs	0	0	5	30	5	30	10	60
Number attending	3		35				38	
Total Number of Programs	54	324	25	150	21	126	100	600
Total Persons Attending	1035		591		159		1785	
Total Attending Same Month Last Yr.	490		661		282		1433	
Total Staff Hours Spent		461		284		195		930
Hours Spent Same Month last year		274		362		169		805

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7131	73.8%	7964	67.1%	3782	79.7%	18877	71.9%
Corporate	107	1.1%	125	1.1%	6	0.1%	238	0.9%
Juvenile 0-11	1251	12.9%	1827	15.4%	385	8.1%	3463	13.2%
Nonresident No Fee	59	0.6%	341	2.9%	131	2.8%	531	2.0%
Nonresident Fee	0	0.0%	14	0.1%		0.0%	14	0.1%
Reciprocal	333	3.4%	257	2.2%	24	0.5%	614	2.3%
School	10	0.1%	43	0.4%		0.0%	53	0.2%
St. Joseph College	0	0.0%	103	0.9%		0.0%	103	0.4%
State Library Card	0	0.0%	0	0.0%		0.0%	0	0.0%
Staff	524	5.4%	776	6.5%	319	6.7%	1619	6.2%
YA 12-17	246	2.5%	412	3.5%	99	2.1%	757	2.9%
Total	9661		11862		4746		26269	
All items borrowed by nonresidents	402	4.2%	758	6.4%	155	3.3%	1315	5.0%

CIRCULATION BY HOLDINGS CODE

October 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	6			6
Award Winner JE (DAJE)	15			15
Award Winner JFIC (DAJFIC)	16			16
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	9		1	10
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	73	7	1	81
Books on CD (DBKCD)	20	3	1	24
Books on Tape (DBKT)	182	16	4	202
Compact Disc (DCD)	207	2	2	211
DVD	96			96
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	51			51
Fiction (DFIC)	1437	61	24	1522
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	147			147
Juv. Biography (DJBIO)	46	10		56
Juv. Book on CD (DJBKCD)	1			
Juv. Book on Tape (DJBKT)	109		2	111
Juv. Compact Disc (DJCD)	9	1		10
Juvenile Easy (DJE)	1655	6	6	1667
Juv. Easy Reader (DJER)	559			559
Juv. Fiction (DJFIC)	266	6	7	279
Juv. Magazine (DJMAG)	102			102
Juv. Music Cassette (DJMC)	11		1	12
Juv. Nonfiction (DJNF)	637	10	4	651
Juv. Nonfic Text Bk (DJNFTB)	11			11
Juv. Paperback fic (DJPBF)	216	2	3	221
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	99	1	2	102
Large Print Nonfic (DLPNF)	14		2	16
Magazine (DMAG)	682		8	690
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1117	35	27	1179
Nonfiction VHS (DNFVHS)	52	1	1	54
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	15	1	2	18
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)	1			1
Reference Software (DRSW)				0
Spanish Collection (DSPA)	4			4
Software (DSWAR)	167			167

Vertical File (DVF)	58			58
VHS	798	5		803
YA Biography (DYAB)	5			5
YA Books on Tape (DYABKT)	1			1
YA Fiction (DYAF)	47	6		53
YA Nonfiction (DYANF)	45	1	2	48
YA Paperback Fic (DYAPBF)	122	3		125
Award Winner JBIO (RAJBIO)		4	1	5
Award Winner JE (RAJE)		6		6
Award Winner JFIC (RAJFIC)		7		7
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1	1	2
Award Winner YAFIC (RAYAF)		5		5
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	2	169	1	172
Books on CD (RBKCD)	2	17		19
Books on Tape (RBKT)	4	264	3	271
Compact Disc (RCD)	3	415	3	421
DVD		227		227
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		136		136
Fiction (RFIC)	41	1258	22	1321
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		17		17
Internet (RINTER)		642		642
Juv. Biography (RJBIO)	2	76		78
Juv. Book on CD (RJBKCD)				
Juv. Book on Tape (RJBKT)	2	61		63
Juv. Compact Disc (RJCD)		14		14
Juvenile Easy (RJE)	15	1601	14	1630
Juv. Easy Reader (RJER)	10	245		255
Juv. Fiction (RJFIC)	11	486	2	499
Juv. Magazine (RJMAG)		31		31
Juv. Music Cassette (RJMC)	1	7		8
Juv. Nonfiction (RJNF)	15	1061	11	1087
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	4	309	4	317
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	81		83
Large Print Nonfic (RLPNF)		2		2
Magazine (RMAG)	1	440	5	446
Music Cassette (RMCAS)		2		2
Nonfiction (RNFIC)	47	1194	19	1260
Nonfiction VHS (RNFVHS)		55		55
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		2		2
Parent Shelf Ref (PREF)				0
Reference (REF)		2		2
Ref. Magazine (RRMAG)				0

Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	24		25
Software (RSWAR)		159		159
Vertical File (RVF)		8		8
VHS	8	1710		1718
YA Biography (RYAB)				0
YA Books on Tape (RYABKT)		6		6
YA Fiction (RYAF)	2	149		151
YA Nonfiction (RYANF)		36		36
YA Paperback Fic (RYAPBF)	5	167		172
Award Winner JBIO (WAJBIO)			3	3
Award Winner JE (WAJE)			5	5
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)			1	1
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WYAYPBF)				0
Biography (WBIO)	6	4	26	36
Books on CD (WBKCD)			5	5
Books on Tape (WBKT)	8	22	96	126
Compact Disc (WCD)	3	5	178	186
DVD	2	1	119	122
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	51	45	595	691
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			97	97
Juv. Biography (WJBIO)			21	21
Juv. Book on CD (WJBKCD)				
Juv. Book on Tape (WJBKT)	3	2	22	27
Juv. Compact Disc (WJCD)	1		3	4
Juvenile Easy (WJE)	3	2	788	793
Juv. Easy Reader (WJER)			186	186
Juv. Fiction (WJFIC)	3	2	128	133
Juv. Magazine (WJMAG)			38	38
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	3	5	409	417
Juv. Nonfic Text Bk (WJNFT)				0
Juv. Paperback fic (WJPBF)	4		106	110
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)			7	7
Large Print Nonfic (WLPNF)			1	1
Magazine (WMAG)	3		221	224
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	30	29	512	571
Nonfiction VHS (WNFVHS)			27	27
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0

Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	1		7	8
Software (WSWAR)	1	2	80	83
Vertical File (WVF)			1	1
VHS	1	5	665	671
YA Biography (WYAB)				0
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1	1	26	28
YA Nonfiction (WYANF)			11	11
YA Paperback Fic (WYAPBF)		3	28	31
TOTAL	9412	11402	4598	25411

CIRCULATION BY HOLDINGS CODE
October 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	6	4	4	14
Award Winner JE (AJE)	15	6	5	26
Award Winner JFIC (AJF)	16	7	0	23
Award Winner JNF (AJNF)	1	0	1	2
Award Winner JPFIC (AJPF)	0	1	1	2
Award Winner YAFIC (AYAF)	9	5	1	15
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	81	180	28	289
Books on CD (BKCD)	22	20	6	48
Books on Tape (BKT)	194	308	103	605
Compact Disc (CD)	213	422	183	818
DVD	98	228	119	445
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	0	0
Express Book (EXP)	51	136	0	187
Fiction (FIC)	1529	1364	641	3534
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	17	0	17
Internet (INTR)	147	642	97	886
Juv. Biography (JBIO)	48	86	21	155
Juv. Book on CD (JBKD)	1	0	0	1
Juv. Book on Tape (JBKT)	114	63	24	201
Juv. Compact Disc (JCD)	10	15	3	28
Juvenile Easy (JE)	1673	1609	808	4090
Juv. Easy Reader (JER)	569	245	186	1000
Juv. Fiction (JFIC)	280	494	137	911
Juv. Magazine (JMAG)	102	31	38	171
Juv. Music Cassette (JMC)	12	7	1	20
Juv. Nonfiction (JNF)	655	1076	424	2155
Juv. Nonfic Text Bk (JNFT)	11	0	0	11
Juv. Paperback fic (JPBF)	224	311	113	648
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	101	82	9	192
Large Print Nonfic (LPNF)	14	2	3	19
Magazine (MAG)	686	440	234	1360
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1194	1258	558	3010
Nonfiction VHS (NFVH)	52	56	28	136
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	15	3	2	20
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	81	78	15	174
Ref. Magazine (RMAG)	1	0	0	1
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	24	7	37

Software (SWAR)	168	161	80	409
Vertical File (VF)	58	8	1	67
VHS	807	1720	665	3192
YA Biography (YAB)	5	0	0	5
YA Books on Tape (YABKT)	1	6	0	7
YA Fiction (YAF)	50	156	26	232
YA Nonfiction (YANF)	45	37	13	95
YA Paperback Fic (YAPBF)	127	173	28	328
				0
Free reads	340	454	148	942
Puzzles				0
Talking books		6		6
Assignment Shelf Books				0
TOTAL	9833	11944	4761	26538

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2021	2036	798	4855
Nonfiction	1377	1542	611	3530
CHILDREN'S BOOKS				
Fiction	2777	2673	1250	6700
Nonfiction	736	1169	452	2357
YA BOOKS				
Fiction	186	335	55	576
Nonfiction	50	37	13	100
Magazines, Adult	687	440	234	1361
Magazines, Children	102	31	38	171
Games, Toys	0	17	0	17
Internet use	147	642	97	886
Sound Recordings, adult	430	764	292	1425
Sound Recordings, ch	137	85	28	250
Online databases	0	0	0	0
Software	168	161	80	409
Vertical file	58	8	1	67
VHS/DVD	957	2004	812	3773
Equipment	0	0	0	0
Total	9833	11944	4761	26538

Salary Ordinance 2001

Updated 9/25/01

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library W	Start Date	Raise Date(s)	Step
Kaeb, Georgiann	Page	\$5.50	\$382.50	8.5	W	10/25/01		1a

Georgiann (Sis) Kaeb was hired to replace Lynda Parrish who worked for us for only two weeks before ill health caused her to resign.

We have examined and approved the changes in the salary ordinance. Dated November 12, 2001.

Joan G. Floyd
Susan Deardorf
Mike Heiny III

Genevieve Egan
Marianne Taylor
Timothy M. Schultz

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

	DeMotte	Rensselaer	Wheatfield	TOTAL
July through September 2001--6 sample days				
REFERENCE QUESTIONS				
Telephone: Directional	78	148	43	269
Telephone: Reference	61	48	13	122
In-person: Directional	69	181	160	410
In-person: Reference	107	111	49	267
Total	315	488	265	1068
COPIES MADE FOR PATRONS	4	0	37	41

Monthly Equivalent for July through September 2001				
REFERENCE QUESTIONS				
Telephone: Directional	325	617	179	1121
Telephone: Reference	254	200	54	508
In-person: Directional	288	754	667	1708
In-person: Reference	446	463	204	1113
Total	1313	2033	1104	4450
COPIES MADE FOR PATRONS	17	0	154	171

Monthly Equivalent for July through September 2000				
REFERENCE QUESTIONS				
Telephone: Directional	363	367	175	904
Telephone: Reference	275	171	88	533
In-person: Directional	525	750	313	1588
In-person: Reference	600	413	242	1255
Total	1763	1700	817	4279
COPIES MADE FOR PATRONS	58	275	717	1050

People Count Week: Week of October 15-20, 2001

	PERSONS ENTERING BUILDING												COPIES MADE FOR PATRONS			CD-ROM/ Internet/ OPAC Use			DIRECTIONAL QUESTIONS						REFERENCE QUESTIONS					
	MEN			WOMEN			CHILDREN/ TEENS			MATERIALS USED									PHONE			IN- PERSON			PHONE			IN-PERSON		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2001 Totals	224	457	76	557	1028	248	512	1359	233	127	234	185	37	23	56	394	133	87	106	106	73	88	144	152	49	43	27	98	84	54
2000 Totals	188	403	73	542	974	237	394	1178	238	294	372	239	8	6	100	125	187	87	61	103	57	65	291	138	31	27	21	83	109	52
1999 Totals	294	301	74	625	690	249	578	746	230	1541	547	326	52	324	174	27	32	0	136	157	64	148	236	106	137	34	26	291	118	61
1998 Totals	217	300	102	547	640	296	506	822	206	835	294	285	140	12	149	70	33	16	82	153	94	140	206	206	100	59	31	243	107	115

MEMORANDUM

Material Selection Policy (p. 93)
Microform Reader/Printer Policy (p. 155)
Indemnification Policy (p. 177)
Sexual Harassment Policy (p. 139)

Summary: The Policy Committee recommends no changes in the **Microform Reader/Printer Policy** or the **Indemnification Policy**. They recommend changes to the **Material Selection Policy** as noted on the attached draft. In addition, they recommend the adoption of the attached **Harassment Policy** in place of the previous **Sexual Harassment Policy**.

Discussion: The Sexual Harassment Policy was reviewed and approved as written in June. Recently, however, we learned that we are now required by the Equal Employment Opportunity Commission to establish harassment policies and complaint procedures for all types of protected harassment. In addition to sexual harassment, this includes harassment on the basis of race, national origin, religion, age and disability.

Rather than having individual policies for each type of harassment, the Committee recommends one policy which should cover all types of legally prohibited harassment.

Vote: To approve the above named policies as recommended by the Policy Committee (or to make such changes as the board deems necessary).

Materials Selection Policy

The library sets as its major goals in materials selection: **the advancement of knowledge** and the **enrichment of personal recreation** for all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, videos, audio tapes and cd-roms.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

Jasper County Public Library

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will (delete: also) collect and retain a copy of all ~~written and photographic~~ materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. ~~In most cases, the Library is not able to accept clothing and other such historical memorabilia.~~

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

- ~~1. The Library retains the right to accept or reject any gift.~~
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

Jasper County Public Library Harassment Policy

It is the policy of the Jasper County Public Library that all employees have the right to perform their jobs in an atmosphere devoid of personal pressures. The Library does not permit harassment on the basis of sex, national origin, religion, age, veteran status, disability, or race.

A harassment charge shall be taken very seriously by the Library. The Library will take appropriate corrective action against those who violate this policy, up to and including termination of employment.

Harassment is defined as unwelcome advances, requests for favors and other verbal contact or abuse, physical contact of a sexual nature, or abuse due to sex, religion, age, veteran status, national origin, disability, or race when such conduct:

- Is made explicitly or implicitly a term or condition of employment, *or*
- Is used as a basis for employment decisions, such as performance appraisals, *or*
- Has the purpose or effect of interfering with work performance, *or*
- Creates an intimidating, hostile, or offensive work environment.

Harassment is prohibited under Title VII of the Civil Rights Act, as amended on November 10, 1980.

Inappropriate conduct, which could lead to a claim of harassment, is expressly prohibited by this policy. Such conduct includes, but is not limited to:

- Visual messages that are degrading to or reflect negatively on protected groups.
- Jokes, comments, slurs, nicknames or verbal or non-verbal innuendo that stereotypes, makes fun of, describes or relates to or reflects negatively on any protected group
- Repeated unwanted requests for dates or sexual favors.
- Physical gestures and other nonverbal behavior, such as unwelcomed touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

The prohibition on sexual harassment applies not only to situations which are male to female, but also female to male, male to male or female to female.

The Library will take immediate corrective action when an employee or a patron or vendor is determined to have violated this policy. Any employee found to have harassed another employee, applicant for employment, customer, or vendor will be subject to immediate and appropriate disciplinary action, up to and including termination.

The Library prohibits retaliation against an employee for filing a good faith complaint under this policy or for assisting in a complaint investigation. Employees who perceive retaliation for making an honest complaint or for their participation in the investigation, should contact their supervisor or the Director.

We encourage employees who feel victimized by harassment to report the offensive conduct before it becomes severe or pervasive.

Employees who believe they have been subject to harassment should contact their supervisors immediately if

- they are uncomfortable confronting the alleged harasser, or
- the situation persists after confrontation with the alleged harasser, or
- the harassment is of a very serious nature.

Co-workers have a responsibility to report to the Director or to a supervisor any instance of harassment which they have observed or of which they have heard, regardless of whether a formal complaint has been made by the victim.

Supervisors have a responsibility to report to the Director any instance of harassment observed or heard of, regardless of whether a formal complaint has been made by the victim.

When a complaint is made by a victim to a supervisor, the supervisor must immediately contact the Library Director. In the event an employee is for any reason uncomfortable in approaching his or her supervisor about the problem, the employee should contact the Director directly. If the alleged harasser is the Director, the employee or his/her supervisor should contact the Library Board who will investigate the complaint.

The Director shall be responsible for investigating complaints and resolving the issue in a timely fashion. Parties must be prepared to substantiate their allegations. Complaint investigations will be kept as confidential as possible, involving only those persons who are necessary to the investigation.

Harassing patrons may be banned from the library and local law enforcement officials may be contacted.

Health Insurance

Summary: The new rates for our group health insurance next year will increase 18.9% (\$42.36 per month per person, employee only coverage). The total added cost will be \$7,116. In addition, we have 8 other staff eligible for insurance who elected not to take it. There will be an open enrollment period this month. It is possible others may decide to join. The board must decide if the Library will pay the additional \$7,116, or if the employee will pay part of the increased charge.

Discussion: When we set our budget for 2002, we had 13 employees on the plan, but included money for 14 employees. We put extra money in the budget to cover up to an 8% increase. We now have 14 employees on the plan. The total *additional* annual cost for the 14 employees (over what we budgeted) will be \$5,262.

Worst case scenario: Three more employees could request health insurance. Insurance for three more employees would cost the library an additional \$8501. Added to the \$5,262 unexpected increase for the 14 presently insured, the total additional cost *could* be \$13,763.

Each year, we end the year with money left in the Salaries budget--more or less, depending on the salaries of those who quit and the length of time their positions remain open.

Next year, we *may* or *may not* have the extra money in our budget to cover the worst case scenario (if it occurs) even if the board chooses to pay the entire increase. If we do not have it here, we could make up the small difference from other areas of the budget. The other option is to ask employees to pay a portion of the increase. If we asked them to pay \$120 more per year than they pay now, for instance, we would save between \$1680 and \$2040.

My recommendation: We can't give our employees annual bonuses for jobs well done, nor can we give profit-sharing or stock options. Health insurance is one benefit we can offer. Even so, we pay nothing toward health coverage for dependents. I would recommend that the board pay the increased costs, while letting staff know they are receiving an extra benefit. If we do this, employees will still be paying about 15% of the cost of their health insurance.

Action: The board must determine who will pay the increased costs.

October Library Programming

Our libraries did an outstanding job of programming this month. Note the variety of programs offered by our creative, hardworking staff!

For Children

DeMotte (events are planned and carried out mainly by Charlotte Fagen and Rachael Cavinder):

- ♦ 20 storytime sessions
- ♦ 1 after school Halloween craft program
- ♦ 12 visits to nursery school classes
- ♦ A visit from each of the 7 DeMotte Elementary kindergarten classes
- ♦ Cub Scout visit
- ♦ Head Start nursery school visit
- ♦ Teen program where 4 teens shared their unusual hobbies
- ♦ Special Halloween performer offered program for children and teens
- ♦ Visits to 6 8th grade classes to talk about the library and do book talks

Rensselaer (carried out by various staff, as available):

- ♦ 8 visits from St. Augustine School classes
- ♦ 1 visit from a day care
- ♦ Winnie the Pooh Birthday Party

Wheatfield (planned and carried out by Diane Kros):

- ♦ Program on Laura Ingalls Wilder
- ♦ 5 storytimes
- ♦ 1 visit from Headstart class
- ♦ 2 visits to preschool classes
- ♦ One evening storytime

Note: Visits to or from classes are listed only if library staff offered stories or gave lessons in how to use the library's services or aid in completing a Scout badge

It should also be noted that Rensselaer is functioning without their Children's Librarian this month. She offered her story hours and toddler times earlier in the fall before she left on maternity leave.

Adult Programming

DeMotte:

Grand Kankakee Marsh Project talk by Tim Bodeen, U.S. Fish & Wildlife Service
Sandhill Crane Talk by someone from Jasper/Pulaski Fish & Wildlife Preserve
Haunted Indiana-talk by author of books on Indiana haunted houses and other legends

Rensselaer:

- ◆ 3 Nursing home Story Hours (Lisa Mays)
- ◆ 5 story hours for adult CDC clients (Lisa Rusher)
- ◆ 2 visits to ESL class at Kniman (Patty and Kathryn)
- ◆ Fall Festival (this involved all staff and the Friends)

Wheatfield:

- ◆ 2 Internet classes

In addition, each library had a meeting of their **book discussion** group. Rensselaer enabled the Jasper County Hospital to do **blood pressure screening**. Wheatfield allowed the Porter Co. Hospital **Developmental Screening** Mobile trailer to set up to screen children in the Wheatfield area.



Rita J. Steele

Auditor of Jasper County

October 30, 2001

SUBJECT: T & M Properties (Box Dairy) Tax Abatement Application

Attached is a copy of the Notice of Public Hearing regarding a request for tax abatement in North Union Township received from Tony Tunis Bos. Also included are the Statement of Benefits (SB-1) and the Application. As you are aware, the Indiana Code states that a taxing unit that will be affected by the granting of tax abatement must receive notice of the Public Hearing to be held by the granting agency.

Please do not hesitate to contact my office if you have any questions concerning this information.

Rita J. Steele

Auditor of Jasper County

cc: Union Township
Kankakee Valley Schools Corp.
Jasper County Library
Jasper County Government

NOTICE OF PUBLIC HEARING
JASPER COUNTY COUNCIL
JASPER COUNTY, INDIANA

Notice is hereby given that the Jasper County Council of Jasper County, Indiana, will conduct a Public Hearing on Tuesday, November 13, 2001, at 7:30 P.M., C.S.T., in the Commissioners' Room of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, to consider the application of Tony Tunis Bos, d/b/a T & M Properties, for tax abatement in regards to a 3500-head dairy operation and milking facility in a location in North Union Township in Jasper County. At this hearing, the Jasper County Council may make a determination concerning preliminary Resolution 11-13-2001(RES) and designation of this project site as an Economic Revitalization Area. This hearing may be continued from time to time as may be necessary.

Anyone attending this hearing will be allowed to express his or her views concerning this request for tax abatement. Persons may file a written remonstrance with the Jasper County Council in the Jasper County Auditor's Office prior to this hearing.

Rita J. Steele
Auditor of Jasper County



STATEMENT OF BENEFITS

State Form 27167 (R6 / 4-00)

Form SB - 1 is prescribed by the State Board of Tax Commissioners, 1989

FORM
SB - 1

INSTRUCTIONS:

1. This statement must be submitted to the body designating the economic revitalization area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and / or research and development equipment, or **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction. "Projects" planned or committed to after July 1, 1987 and areas designated after July 1, 1987 require a STATEMENT OF BENEFITS. (IC 6-1.1-12.1)
2. Approval of the designating body (City Council, Town Board, County Council, etc.) must be obtained prior to initiation of the redevelopment or rehabilitation, or prior to installation of the new manufacturing equipment and / or research and development equipment, **BEFORE** a deduction may be approved.
3. To obtain a deduction, Form 322 ERA, Real Estate Improvements and / or Form 322 ERA / PPME and / or 322 ERA / PPR & DE, must be filed with the county auditor. With respect to real property, Form 322 ERA must be filed by the later of: (1) May 10; or (2) thirty (30) days after a notice of increase in real property assessment is received from the township assessor. Form 322 ERA / PPME and / or 322 ERA PPR & DE must be filed between March 1 and May 15 of the assessment year in which new manufacturing equipment and / or research and development equipment becomes assessable, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between March 1 and June 14 of that year.
4. Property owners whose Statement of Benefits was approved after June 30, 1991 must submit Form CF - 1 annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. The schedules established under IC 6-1.1-12.1-4(d) and IC 6-1.1-12.1-4.5 (e) effective July 1, 2000 apply to any statement of benefits filed on or after July 1, 2000.
The schedules effective prior to July 1, 2000 shall continue to apply to those statement of benefits filed before July 1, 2000.

SECTION 1 TAXPAYER INFORMATION							
Name of taxpayer TONY TUNIS BOS - LESSOR							
Address of taxpayer (street and number, city, state and ZIP code) 15151 NORTH LOOP (PHYSICAL) FAIBENS TX 79838 P.O. Box 1150 (MAIL) CLINT TX 79836							
Name of contact person DIRK EGGLESTON				Telephone number (915) 764-2322			
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT							
Name of designating body JASPER COUNTY COUNCIL				Resolution number 9-16-97A			
Location of property S-31, T-31, R-7-W JASPER COUNTY		County JASPER		Taxing district UNION			
Description of real property improvements and / or new manufacturing equipment and / or research and development equipment (use additional sheets if necessary) DAIRY - FACILITIES + EQUIPMENT FOR MILKING, FEEDING, HOUSING, & MANURE HANDLING DAIRY ANIMALS				ESTIMATED			
				Start Date		Completion Date	
				Real Estate		DEC 02 July 03	
				New Mfg Equipment		MAR 03 AUG 03	
R & DE							
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT							
Current number 0	Salaries 0	Number retained 0	Salaries 0	Number additional 30	Salaries 900,000		
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT							
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	Real Estate Improvements		Machinery		Research and Development Equipment		
	Cost	Assessed Value	Cost	Assessed Value	Cost	Assessed Value	
Current values	—	—	—	—			
Plus estimated values of proposed project	10,500,000		3,000,000				
Less values of any property being replaced	—		—				
Net estimated values upon completion of project	10,500,000		3,000,000				
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER							
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____				
Other benefits: FILED OCT 29 2001 <i>Rita J. Steele</i> Auditor, Jasper Co.							
SECTION 6 TAXPAYER CERTIFICATION							
I hereby certify that the representations in this statement are true.							
Signature of authorized representative <i>J. I. Eggleston</i>		Title CONTROLLER		Date signed (month, day, year) 9/27/01			

JCPL FINANCIAL STATEMENT

October 31, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$120,380.72	\$1,174,613.34	\$11,496.31	\$757,414.86	\$41,436.74
Includes Investments of:						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$602.64	\$7,119.91	\$1,485.00	\$4,972.35	\$3,276.89
DeMotte	\$1,051.81	\$602.64	\$3,521.16	\$800.00	\$2,863.79	\$394.44
Rensselaer	\$3,736.82	\$0.00	\$3,432.41	\$675.00	\$1,938.56	\$2,242.97
Wheatfield	\$635.82	\$0.00	\$166.34	\$10.00	\$170.00	\$639.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$58.96	\$800.19	\$23,578.65
Bond & Interest Redemption Fund	\$83,496.65	\$550.00	\$71,087.50	\$0.00	\$214,929.98	\$227,339.13
Includes Investments of:						
Capital Projects Fund	\$163,889.20	\$0.00	\$80,720.00	\$481.64	\$88,384.74	\$171,553.94
Includes Investments of:						
¹ /Hospitality Fund	\$0.00	\$0.00	\$1,345.25	\$0.00	\$1,345.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,625.18	\$59,310.42	\$5,625.18	\$59,310.42	\$0.00
FICA Tax Collected	\$0.00	\$4,259.26	\$43,981.78	\$4,259.26	\$43,981.78	\$0.00
State Tax Collected	\$1,740.67	\$1,977.27	\$19,332.62	\$1,880.79	\$19,472.74	\$1,880.79
County Tax Collected	\$468.08	\$546.54	\$5,328.10	\$518.48	\$5,378.50	\$518.48
Deferred Comp.	\$0.00	\$2,730.74	\$26,101.95	\$2,730.74	\$26,101.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,461.90	\$19,578.02	\$2,801.04	\$20,110.58	\$532.56
Employee Health/Life Insur.	\$0.00	\$17.80	\$44.60	\$17.80	\$62.40	\$17.80
Employee P.E.R.F.	\$4,186.03	\$5,105.90	\$17,988.15	\$1,707.88	\$15,510.00	\$1,707.88
Credit Union	\$0.00	\$350.00	\$1,500.00	\$350.00	\$1,500.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$144,607.95	\$1,528,123.64	\$33,413.08	\$1,259,275.74	\$472,052.86

Bank Balances**Jasper County Public Library****Report as of: 10/31/2001**

Bank	
1	Peoples State Bank \$438,304.74
2	Demotte State Bank \$9,959.47
3	Lafayette Bank & Trust-LIRF \$23,578.65
4	Cash on Hand \$210.00
5	Fifth-Third Bank CD#002-0585926115 \$0.00
6	Fifth-Third Bank CD#002-0585926131 \$0.00
7	Fifth-Third Bank CD#002-0585926158 \$0.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13	Rens.Bank'g Ctr. CD#400037210 \$0.00
14	Rens. Bank'g Ctr. CD#400037126 \$0.00
15	Rens. Bank'g Ctr. CD#400037128 \$0.00
16	Rens. Bank'g Ctr. CD#400037161 \$0.00
17	Rens. Bank'g Ctr. CD#400037160 \$0.00
Total all banks =	
\$472,052.86	

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTME REGISTER

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				<u>\$48,623.70</u>		CPF		<u>\$398.00</u>	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				<u>\$ 1,963.00</u>		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	
				\$ 100,000.00		OPER		\$3,778.02	
				\$ 144,351.03		BIRF			
				<u>\$ 55,648.97</u>		CPF		<u>\$860.31</u>	
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001	\$4,638.33	

11/01/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/01/2001 To 10/31/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$39,281.60	\$7,934.40	83.2
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$51,492.43	\$524,962.15	\$110,791.85	82.6
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,050.50	\$30,789.70	\$11,772.30	72.3
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,259.26	\$43,981.78	\$11,521.22	79.2
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$241.40	\$1,042.25	\$952.75	52.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$7,854.94	\$30,398.94	\$1,294.06	95.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$1,287.29	\$31,873.29	\$3,489.60	\$27,116.51	\$4,756.78	85.1
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$41.25	\$804.76	\$695.24	53.7
Subtotal	\$846,809.00	\$1,287.29	\$848,096.29	\$74,364.04	\$698,377.69	\$149,718.60	82.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$708.33	\$209.67	77.2
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$15.00	\$6,215.00	\$1,141.06	\$5,290.47	\$924.53	85.1
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$659.91	\$2,874.54	\$952.40	75.1
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$219.94	\$3,089.93	\$1,813.35	63.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$665.70	\$1,665.70	\$11.85	\$1,954.88	(\$289.18)	117.4
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$27.77	\$122.23	18.5
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$233.03	\$166.97	58.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$249.40	\$3,941.65	\$68.34	98.3
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3,434.77	(\$934.77)	137.4
Subtotal	\$24,360.00	\$838.91	\$25,198.91	\$2,282.16	\$21,555.37	\$3,643.54	85.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$14,791.25	\$208.75	98.6
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$250.00	\$937.50	\$562.50	62.5
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$590.00	\$4,530.00	\$1,470.00	75.5
3.21 TELEPHONE	\$7,000.00	\$582.27	\$7,582.27	\$323.73	\$5,802.23	\$1,780.04	76.5
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$0.00	\$3,564.14	\$1,363.13	72.3
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$740.86	\$5,551.57	\$1,448.43	79.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$118.00	\$8,118.00	\$165.23	\$6,972.51	\$1,145.49	85.9
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$696.53	\$4,311.78	\$3,688.22	53.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$75.00	\$1,159.72	\$340.28	77.3
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$0.00	\$188.85	\$161.15	54.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$155.00	\$95.00	62.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$772.16	\$21,504.47	\$4,495.53	82.7
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$5,143.68	\$37,472.67	\$8,527.33	81.5
3.53 WATER	\$950.00	\$0.00	\$950.00	\$94.50	\$801.45	\$148.55	84.4
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$229.11	\$1,968.15	\$431.85	82.0
3.61 BUILDING & STRUCTURES	\$48,000.00	\$2,270.23	\$50,270.23	\$16,702.92	\$55,726.26	(\$5,456.03)	110.9
3.62 EQUIPMENT	\$6,000.00	\$0.00	\$6,000.00	\$30.00	\$1,529.12	\$4,470.88	25.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$306.50	(\$26.50)	109.5
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$125.00	\$2,433.03	\$166.97	93.6
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	(\$15,000.00)	\$35,000.00	\$4,392.00	\$7,676.14	\$27,323.86	21.9
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$0.00	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$1,104.78	\$51,070.19	\$2,537.31	95.3
Subtotal	\$279,195.00	\$22,268.27	\$301,463.27	\$31,445.45	\$241,668.93	\$59,794.34	80.2
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$5,324.99	\$49,749.99	\$248.55	\$43,202.94	\$6,547.05	86.8
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$10,206.99	\$107,599.69	\$46,005.76	70.0
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$227.16	\$19,105.23	\$4,894.77	79.6
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$1,606.37	\$43,103.49	\$16,953.46	71.8
Subtotal	\$278,425.00	\$8,987.39	\$287,412.39	\$12,289.07	\$213,011.35	\$74,401.04	74.1
Grand Total	\$1,428,789.00	\$33,381.86	\$1,462,170.86	\$120,380.72	\$1,174,613.34	\$287,557.52	80.3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 10/01/2001 To 10/31/2001

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$80,720.00	\$19,280.00	80.7
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$100,000.00		\$100,000.00	\$0.00	\$80,720.00	\$19,280.00	80.7
Grand Total	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$80,720.00	\$19,280.00	80.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- A/P #1 (Ace
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Amt.p
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b
08/13/2001	100	3.21	\$573.01	Sprint L.D.-USF reimbursement (Jun-Jan'0
08/13/2001	100	1.24	\$435.62	Cobra Reimburs.(June)Amt pd to Anthem f
09/06/2001	100	2.13	\$15.00	Rebate on Astrobrights Color Copy Paper
09/20/2001	100	3.21	\$9.26	Refund-Sprint (956-2144 line) cancelled. A/
09/21/2001	100	3.61	\$183.00	Ins. Claim-Broken Window Pane @ Rens.
09/27/2001	100	3.24	\$18.00	ILF Refund for District 2 cancellation (A/P#
09/27/2001	100	4.4	\$5,000.00	LSTA Grant reimbursement for TLC Server
10/09/2001	100	3.12	\$15,000.00	Transfer Per Board Approval of 8/13/01.
10/09/2001	100	3.94	(\$15,000.00)	Transfer Per Board Approval of 8/13/01 Mt
10/09/2001	100	4.4	\$50.00	Rebate on HP 960SCe Printer. A/P#790 (Mi

Register of Claims
Jasper County Public Library

Report Date: From 10/01/2001 To 10/31/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20340	831	ADAIR PERFORMANCE, INC	10/08/2001	October 25th Performance-Randolph Darken's Stormy Night;W & D	\$400.00
20341	832	AFLAC	10/08/2001	Supplemental Insurance-September Premium	\$132.70
20342	833	ANNE-MARIE EGAN	10/08/2001	Mileage-Wheatfield Board Mtg.	\$15.18
20343	834	AMERICAN LIBRARY ASSN	10/08/2001	Teen Read Week Supplies, Posters, Balloons, Bookmarks	\$62.19
20344	835	AUDIO EDITIONS	10/08/2001	Books on Tape	\$35.95
20345	836	AVC CORPORATION	10/08/2001	Financial Computer Service Contract-OCT '01	\$99.00
20346	837	BAKER & TAYLOR	10/08/2001	Books, Continuations, AV Materials	\$7,661.50
20347	838	BANK ONE	10/08/2001	Administrative Fee	\$550.00
20348	839	BAR CODE DISCOUNT WARE	10/08/2001	Cable:Keyboard Wedge	\$180.89
20349	840	BARNES & NOBLE	10/08/2001	Books, AV Materials	\$599.10
20350	841	BEST BUY CO., INC.	10/08/2001	Video's, CD's, Printer, Ink Cartridges, Laserpointer	\$633.69
20351	842	BETHANY HOUSE PUBLISHER	10/08/2001	Books	\$35.74
20352	843	CENTRAL STATES SALES CO	10/08/2001	Flood Lights	\$196.86
20353	844	CHARLOTTE FAGEN	10/08/2001	Mileage;Teacher Reachers,Indy-CYPD & Expenses	\$83.69
20354	845	CHERYL WARRAN	10/08/2001	Janitorial Services @ Wheatfield Library	\$41.25
20355	846	CRITICS' CHOICE VIDEO	10/08/2001	Video	\$15.88
20356	847	CULLIGAN	10/08/2001	Water & Cooler Rental-Wheatfield	\$44.60
20357	848	DEMCO	10/08/2001	Large Wire Easel, Shelf Finder Putty	\$87.86
20358	849	DIANA KOOY	10/08/2001	Gift Certificate for Adult Reading Program-Wheat; Mileage	\$53.64
20359	850	DIVISION OF ELEVATOR SAFE	10/08/2001	Elevator Inspection-Demotte	\$52.00
20360	851	DUMAS & MORIARTY, L.L.P.	10/08/2001	Conferences;AIA Document, review contract State of Indiana Energy Board	\$250.00
20361	852	FASE'S WATER TREATMENT	10/08/2001	Redout for Softener-Demotte	\$68.25
20362	853	GALE GROUP	10/08/2001	Continuations	\$271.64
20363	854	GLENDA BROWN	10/08/2001	Mileage-District II Sep 26, 2001	\$66.24
20364	855	GROLIER EDUCATIONAL COR	10/08/2001	Encyclopedia Americana	\$801.43
20365	856	HERITAGE OFFICE PRODUCT	10/08/2001	Silver Markers	\$16.68
20366	857	HIGHSMITH CO. INC.	10/08/2001	Economy Bibliofile Label Set	\$72.47
20367	858	HP PRODUCTS CORP.	10/08/2001	M-Fold & Paper Towels, Toilet Tissue,Kleenex, Brush Strip	\$651.63
20368	859	INDIANA DEPT.OF WORKFOR	10/08/2001	Unemployment Compensation	\$241.40
20369	860	INDIANA UNIVERSITY PRESS	10/08/2001	Book	\$33.12
20370	861	INGRAM	10/08/2001	Books	\$170.20
20371	862	INSPIRATIONAL BOOK DISTRI	10/08/2001	Books	\$76.01
20372	863	JILL TACHTIRIS	10/08/2001	Mileage-INCOLSA Workshop Indy	\$77.97
20373	864	KC CONSTRUCTION SUPPLY	10/08/2001	Sidewalk Caulk Sealant	\$147.60
20374	865	KEM'S TRUSTWORTHY HARD	10/08/2001	Lambswool Duster	\$7.59
20375	866	KRISTINE L.MAYS	10/08/2001	Mileage-Bookrepair workshop 9/11/01	\$15.18
20376	867	K.V.ELECTRIC	10/08/2001	Balance on Electical Contract & Extra Lamps	\$10,489.50
20377	868	LINDA THOMPSON	10/08/2001	Pencil holder, File Sorter-Wheat	\$7.94
20378	869	LISA RUSHER	10/08/2001	Gift Cards for Teen Read Week Prizes	\$20.00
20379	870	LYNN DAUGHERTY	10/08/2001	Mileage	\$160.77
20380	871	MARLENE BEEDLE	10/08/2001	Advertising KV High School Spirit-Demotte	\$75.00
20381	872	MIDWAY ELECTRONICS	10/08/2001	Wireless Communication, repair to pager	\$4,632.00
20382	873	MIKE POTTS TRIBUTE ARTIST	10/08/2001	Entertainment Fall Festival 10/16/01-Rens	\$150.00
20383	874	INDIANA CHAMBER	10/08/2001	Books	\$45.00
20384	875	NEAL-SCHUMAN PUBLISHERS	10/08/2001	Books	\$375.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20385	876	CHICAGO TRIBUNE	10/08/2001	Subscription-6mon @ DeM. Lib.	\$108.16
20386	877	DIANE KROS	10/08/2001	Mileage -bank deposits, Teacher Reacher, Counterparts Mtg, B&T Demo, Bd. Mtg	\$69.35
20387	878	KATHRYN B. WEED	10/08/2001	Mileage-Def. Comp Mtg., Digitization Proj., ASK Committee Mtg, Databases Mtg.	\$96.26
20388	879	KEVIN GIBSON	10/08/2001	Yard & Gutter Cleanup, Carpet Cleaning	\$65.00
20389	880	NIPSCO	10/08/2001	DeMotte Utilities-8/17-9/18/01	\$1,829.89
20390	881	ON CUE #6106	10/08/2001	CD-Roms, A.V.	\$52.17
20391	882	OOMS DISPOSAL SERVICE IN	10/08/2001	4th Qtr Trash Pick-up @ DeMotte Library	\$56.50
20392	883	PEGGY WOODS	10/08/2001	Mileage-Aetna Def. Comp Mtg.	\$7.59
20393	884	PLATINUM PLUS FOR BUSINE	10/08/2001	CYPD Conf. Accommodations- Holiday Inn of Lebanon-9/9 & 9/10/01	\$68.20
20394	885	POWERKIDS PRESS	10/08/2001	Books	\$239.40
20395	886	PRECISION CONTROL SYSTE	10/08/2001	Broken Air Relief Vents @ DeMotte; Bearing Assy, Repacked valve Assy, leaking Actuators repairs @ Rens.	\$5,763.42
20396	887	PRECISION GLASS	10/08/2001	Window Pane cracked @ Rens. Lib.	\$183.00
20397	888	PUBLIC EMPLOYEES' RETIRE	10/08/2001	3rd Qtr Payment-Retirement Plan (Employer & Employee Contributions)	\$12,960.84
20398	889	QUILL	10/08/2001	InkJet Cartridges, copy paper, filament tape, canned air, file labels, brochure paper, colored dots	\$1,061.99
20399	890	REBECCA GIBSON	10/08/2001	Mileage, videos, prints, Lib. decorations & supplies, phone stands	\$409.49
20400	891	RECORDED BOOKS, LLC	10/08/2001	Audiobooks	\$347.20
20401	892	REGENT BOOK CO., INC.	10/08/2001	continuations	\$21.98
20402	893	RELIABLE EXTERMINATORS, I	10/08/2001	Qtly Pest Control @ Rens. Lib.	\$150.00
20403	894	RENS./REMINGTON CHAMBER	10/08/2001	Chamber Annual dues	\$125.00
20404	895	SEA CHANGE CORPORATION	10/08/2001	BookWhere 2000 Version Upgrade	\$110.00
20405	896	SECURITY COURIERS CORP.	10/08/2001	Courier Service-8/31-9/21/01 between branches	\$890.40
20406	897	SMILEMAKERS	10/08/2001	Fall Festival Program supplies-Rens. Lib.	\$58.30
20407	898	SPRINT	10/08/2001	D-R-W Telephone Long Distance-Sep'01	\$139.01
20408	899	STANDARD & POOR'S CORP.	10/08/2001	" Outlook" publication - 1 yr. subsc.	\$298.00
20409	900	TOWN OF DEMOTTE	10/08/2001	DeMotte Sewer Service-August 01	\$50.26
20410	901	TYSEN'S COUNTRY GROCER	10/08/2001	Air Deodorizers, Cloth Towels, Bk Disc/Adult Programs @ DeM.	\$25.42
20411	902	TYSEN'S FAMILY FOOD CENT	10/08/2001	Cleaning & Storytime Supplies @ Wh. Lib.	\$10.88
20412	903	TOWN OF WHEATFIELD SEW	10/08/2001	Oct Sewer Service @ Wh. Lib.	\$41.05
20413	904	UNIQUE MANAGEMENT SERVI	10/08/2001	Initial & Secondary Placements to Collections-August '01	\$115.38
20414	905	VIKING OFFICE PRODUCTS	10/08/2001	InkJet Cartridges, Calendars, Overdue Notice Envelopes	\$191.93
20415	906	WAL-MART COMMUNITY BRC	10/08/2001	Videos, Program Supplies @ Rens.	\$148.90
20199	907	CHEM-TECH INTERNATIONAL,	10/08/2001	Returned Product-void check and A/P #676	(\$204.00)
0	908	PAYROLL	10/10/2001	PAYROLL	\$28,618.43
20416	909	ALIAC	10/10/2001	Deferred Compensation Plan-10/10/2001	\$1,365.37
20417	910	ANTHEM BLUE CROSS AND B	10/10/2001	October Health Ins. Premium-10/10/01	\$5,734.30
20418	911	LA-PORTER FEDERAL CREDIT	10/10/2001	Withheld From Payroll 10/10/01	\$175.00
0	912	INTERNAL REVENUE SERVIC	10/11/2001	FICA & FED Tax Withheld 10 OCT '01	\$6,917.52
0	913	INDIANA DEPARTMENT OF RE	10/19/2001	State & County Tax Withheld SEP '01	\$2,523.81
20419	914	NANCY PHILLIPS	10/08/2001	Laura Ingalls Wilder Program-10/19/01	\$40.00
0	915	PAYROLL	10/25/2001	PAYROLL	\$29,859.16
20420	916	ALIAC	10/25/2001	Deferred Compensation Plan-10/25/01	\$1,365.37
20421	917	ANTHEM LIFE	10/25/2001	November Premium	\$102.30
20422	918	CITY OF RENSSLAER	10/25/2001	Rens Utilities:9/11 - 10/09/01	\$1,738.77
20423	919	INCOLSA	10/25/2001	Fall Board of Directors Meeting 11/7/01	\$10.00
20424	920	INDIANA ONLINE USERS GRO	10/25/2001	IOLUG Fall 2001 Mtg	\$70.00
20425	921	INDIANA VISUAL & AUDIO NET	10/25/2001	"Meet the Bard" program, 11/8/01	\$12.00
20426	922	LA-PORTER FEDERAL CREDIT	10/25/2001	Withheld from Payroll-Jung, Rusher, Stringfellow	\$175.00
20427	923	NIPSCO	10/25/2001	Wheatfield Utilities-9/13-10/11/01	\$617.54

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20428	924	SPRINT	10/25/2001	Local Service-Rens. & Wheatfield-Oct'01	\$671.25
20429	925	USA TODAY	10/25/2001	Subscription 11/13/01-11/20/02 @ DeM. Lib.	\$119.00
20430	926	NIPSCO	10/25/2001	DeMotte Utilities-9/18-10/16/01	\$1,870.79
0	927	INTERNAL REVENUE SERVIC	10/26/2001	FED & FICA Tax Withheld 10/25/01	\$7,226.18

Total Amount of Claims \$144,607.95

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 31, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$144,607.95

Date this 12th day of November, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

October 31, 2001

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,354.74	\$22,011.76
DeMotte	\$864.50	\$8,833.83		
Rensselaer	\$1,053.36	\$8,954.21		
Wheatfield	\$436.88	\$4,223.72		
PHOTOCOPIES:			\$658.15	\$5,695.88
DeMotte	\$206.90	\$2,362.71		
Rensselaer	\$377.19	\$2,604.11		
Wheatfield	\$74.06	\$729.06		
CARDS:			\$6.00	\$766.00
DeMotte	\$0.00	\$272.00		
Rensselaer	\$6.00	\$366.00		
Wheatfield	\$0.00	\$128.00		
INTEREST:			\$845.30	\$21,074.49
Checking/Repurchase/Savings	\$845.30	\$6,194.28		
CD's & Investments	\$0.00	\$14,880.21		
TAXES:			\$0.00	\$686,861.12
Property Tax	\$0.00	\$370,147.55		
License Excise Tax	\$0.00	\$34,906.16		
Financial Institution Tax	\$0.00	\$647.35		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,669.01		
Local Option/Certified Shares	\$0.00	\$247,950.50		
Local Option/Property Tax Repl.	\$0.00	\$26,821.50		
State Distribution	\$0.00	\$2,719.05		
REFUNDS:			\$7,632.12	\$21,005.61
Insurance	\$6,861.44	\$11,482.96		
Rebates/Refund	\$50.00	\$357.20		
LSTA Technology Grant	\$0.00	\$5,023.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA/FMLA Reimbursement	\$592.20	\$2,750.73		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment/Supplies Sale	\$128.48	\$190.48		
Sprint E-rate	\$0.00	\$573.01		
TOTAL OPERATING FUND RECEIPTS.....			\$11,496.31	\$757,414.86
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$1,485.00	\$4,972.35
DeMotte	\$800.00	\$2,863.79		
Rensselaer	\$675.00	\$1,938.56		
Wheatfield	\$10.00	\$170.00		
LIBRARY IMPROVEMENT FUND:			\$58.96	\$800.19
BOND & INTEREST REDEMPTION FUND			\$0.00	\$214,929.98
Property Tax	\$0.00	\$194,337.13		
License Excise Tax	\$0.00	\$18,326.64		
Financial Institution Tax	\$0.00	\$339.88		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,926.33		
CAPITAL PROJECTS FUND:			\$481.64	\$88,384.74
Interest Earned	\$481.64	\$6,638.78		
Property Tax	\$0.00	\$73,913.73		
License Excise Tax	\$0.00	\$6,970.30		
Financial Institution Tax	\$0.00	\$129.27		
CVET(Commercial Vehicle Excise)	\$0.00	\$732.66		
HOST/HOSPITALITY FUND:			\$0.00	\$1,345.25
TV EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$13,521.91	\$1,067,847.37
			TOTAL RECEIPTS	TOTAL RECEIPTS

THIS MONTHYEAR-TO-DATETHIS MONTHYEAR-TO-DATE

F5

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,625.18	\$59,310.42
FICA Collected	\$4,259.26	\$43,981.78
State Tax Collected	\$1,880.79	\$19,472.74
County Tax Collected	\$518.48	\$5,378.50
Deferred Comp Plan	\$2,730.74	\$26,101.95
#125 Pre-tax Plan	\$2,801.04	\$20,110.58
Life/Health Insurance	\$17.80	\$62.40
PERF	\$1,707.88	\$15,510.00
Credit Union	\$350.00	\$1,500.00

\$19,891.17

\$191,428.37

TOTAL RECEIPTS - ALL FUNDS.....**\$33,413.08****\$1,259,275.74**

Register of Claims
Jasper County Public Library

Report Date: From 11/01/2001 To 11/12/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20431	928	ACE HARDWARE	11/12/2001	Roof Deicer, Feather duster, outdoor bulb, concrete	\$238.17
20432	929	AL'S CONSTRUCTION, INC.	11/12/2001	installation of roof cables-Demotte	\$405.00
20433	930	AMBER WHITED	11/12/2001	Mileage & expenses; District 1, counterparts	\$84.49
20434	931	ALA	11/12/2001	2002 Library Systems Newsletter Subscription	\$78.00
20435	932	AUSTIN BOOK SALES	11/12/2001	Books	\$106.78
20436	933	AVC CORPORATION	11/12/2001	Financial Computer Service Contract-NOV '01	\$99.00
20437	934	BAKER & TAYLOR	11/12/2001	Books, Continuations, Gift books, AV material	\$12,260.94
20438	935	BETHANY HOUSE PUBLISHER	11/12/2001	Books	\$26.88
20439	936	BOWKER	11/12/2001	Continuations	\$1,142.55
20440	937	BTP CAHNERS TRAVEL GROU	11/12/2001	Business Travel Planner	\$149.00
20441	938	BURVAN ELECTRIC MOTORS	11/12/2001	Circulation Pump on HVAC System Rensselaer	\$186.68
20442	939	CHARLOTTE FAGEN	11/12/2001	Film & Developing, Mileage	\$44.16
20443	940	CHERYL WARRAN	11/12/2001	Janitorial Services @ Wheatfield	\$74.25
20444	941	CULLIGAN	11/12/2001	Water Cooler Rental-Wheatfield	\$9.95
20445	942	D&J LAWN CARE, INC.	11/12/2001	Lawn Mowing, Weed Pulling, Tree branches-Demotte	\$580.00
20446	943	DELL MARKETING L.P.	11/12/2001	3 Computers	\$3,192.00
20447	944	DELORME	11/12/2001	Indiana Atlas	\$24.95
20448	945	DEMCO	11/12/2001	Scotch tape, Audio Cass. Cases, Hangup Bags, Binder tape, labels, Magazine Display	\$888.00
20449	946	DEMOTTE CARPET	11/12/2001	Pullup & Reinstall Carpet-Demotte Mtg. Room	\$980.00
20450	947	DIANA KOOY	11/12/2001	Mileage, balloons for Teen Read Week	\$100.29
20451	948	DIANE KROS	11/12/2001	Mileage-Bank Deposits, Storytime	\$11.04
20452	949	FASE'S WATER TREATMENT	11/12/2001	Redout for Softener-Demotte	\$58.50
20453	950	GAIL JUNG	11/12/2001	Rensselaer Petty Cash-Balloons Teen Read Week, Patriotic Ribbon, Postage	\$36.64
20454	951	GAIL JUNG	11/12/2001	CD-Rom software, Mileage-Management Mtg.	\$26.43
20455	952	GALE GROUP	11/12/2001	Continuations	\$716.28
20456	953	GROLIER EDUCATIONAL COR	11/12/2001	Continuations-Wheatfield Childrens	\$141.88
20457	954	H. W. WILSON COMPANY	11/12/2001	Readers Guide Print Subscription: 1/02-12/02	\$644.00
20458	955	HERITAGE OFFICE PRODUCT	11/12/2001	Correction Fluid	\$10.56
20459	956	HIGHSMITH CO. INC.	11/12/2001	Bibliofile Label Set	\$269.74
20460	957	HP PRODUCTS CORP.	11/12/2001	Kleenex, M-Folds, TP, Vandalism Remover, Cleaner, Handsoap, Trash Bags	\$742.78
20461	958	INCOLSA	11/12/2001	Proquest-Genealogy & Local History Online 10/1/01-6/31/02	\$400.00
20462	959	INDIANA LIBRARY FEDERATIO	11/12/2001	ILF 2001 Reference Division Workshop-11/8/01	\$315.00
20463	960	INGRAM	11/12/2001	Books	\$52.83
20464	961	INSPIRATIONAL BOOK DISTRI	11/12/2001	Books	\$198.72
20465	962	INDIANA ONLINE USERS GRO	11/12/2001	Membership Registration 7/1/01-6/30/02-Stringfellow	\$20.00
20466	963	JASPER COUNTY HOSPITAL	11/12/2001	Quality Water Test-Demotte	\$12.00
20467	964	JEANNE M. DAMS	11/12/2001	Author Speaking Engagement- 11/27/01-Rens	\$250.00
20468	965	JILL TACHTIRIS	11/12/2001	Mileage-Reference Counterparts/Hammond PL	\$31.74
20469	966	K.V.ELECTRIC	11/12/2001	Replace Lights in Parking Lot & Exit Fixtures-Demotte	\$639.00
20470	967	KANKAKEE VALLEY POST NE	11/12/2001	Newspaper Subscription-11/28/01- 11/28/02; Demotte	\$43.00
20471	968	KATHRYN B. WEED	11/12/2001	Mileage-Kniman	\$20.70
20472	969	KONE, INC.	11/12/2001	Qrtly Maintenance Contract: 10/01/01-12/31/01	\$360.00
20473	970	LEGAL DIRECTORIES PUBLIS	11/12/2001	Indiana Legal Directory 2001	\$57.50
20474	971	LIBRARY VIDEO COMPANY	11/12/2001	CD-Roms	\$184.26
20475	972	LIBROS SIN FRONTERAS, CO.	11/12/2001	Spanish books	\$145.65

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20476	973	LISA RUSHER	11/12/2001	Film developing, Childrens Program Supplies, Mileage-Media Minds	\$22
20477	974	LYNN DAUGHERTY	11/12/2001	Books, Reduction of blueprint copies, ISLAC Expense	\$50.91
20478	975	MAREDA S. BABCOCK	11/12/2001	11/13/01 Program "How to Cut Your Bills in Half"-Rens	\$250.00
20479	976	MARSHALL CAVENDISH CORP	11/12/2001	Books	\$3,031.23
20480	977	MARY MOLENAAR	11/12/2001	Mileage & Tolls District 1-10/2/01	\$69.53
20481	978	MIDWAY ELECTRONICS	11/12/2001	Pager Service, Datalines, Monthly Router Service	\$691.38
20482	979	PATTY STRINGFELLOW	11/12/2001	Leadership Conf. Expense, Mileage;Marketing,Management Mtg, Management Institute, IOLUG	\$179.91
20483	980	PLATINUM PLUS FOR BUSINE	11/12/2001	2002 Planner Pads	\$57.85
20484	981	POSTMASTER GENERAL	11/12/2001	100-5c,2000-34c,100-23c,100-\$1,200-50c,100-20c,200-1c,100-3c,100-4c,60-10c	\$902.00
20485	982	PRECISION CONTROL SYSTE	11/12/2001	Purchased & changed air vents, ball valve bushings.replaced actuator,replaced boiler parts-Rens	\$4,939.04
20486	983	PROQUEST INFORMATION & L	11/12/2001	Qrtly Microfilm of RR	\$78.37
20487	984	QUILL	11/12/2001	Calendars, Schedule books,	\$94.43
20488	985	RACHAEL CAVINDER	11/12/2001	Mileage-Circulation counterparts	\$11.73
20489	986	REBECCA GIBSON	11/12/2001	Video's, poster frame,Card Sign-up week prize, counterparts expense	\$110.62
20490	987	RECORDED BOOKS, LLC	11/12/2001	Audiobooks	\$612.00
20491	988	REGENT BOOK CO., INC.	11/12/2001	continuation	\$21.55
20492	989	RENSSELAER LUMBER CO.	11/12/2001	Ceiling tile, Plexiglass-tech services	\$52.30
20493	990	RENSSELAER REPUBLICAN	11/12/2001	Ad for Library Page Position-Rens & Wheatfield	\$115.05
20494	991	S & G COMMUNICATIONS LLC	11/12/2001	12 ft Handset Cord	\$22.25
20495	992	SECURITY COURIERS CORP.	11/12/2001	Courier Service 9/28 -10/26/01 Between Branches	\$1,143.46
20496	993	SELECTVIDEO	11/12/2001	Video's	\$249.60
20497	994	SHEILA MAXWELL	11/12/2001	Mileage;Management mtg.,Gates wrkshp, D & W work	\$207.1
20498	995	SUDANCO AFFORDABLE ALTE	11/12/2001	Receipt print paper & ribbons, fine & alert labels	\$867.40
20499	996	TALLY SYSTEMS	11/12/2001	CentaMeter License Subscription to 12/05/01	\$920.00
20500	997	THYME WITH ROSEMARY BO	11/12/2001	Book	\$28.00
20501	998	TOM KROOSWYK PLMBG, HT	11/12/2001	Thermostat repairs childrens area-Wheatfield	\$150.00
20502	999	TRUGREEN	11/12/2001	Root feeding for tree's & shrubs for winter-Demotte	\$99.00
20503	1000	TYSEN'S COUNTRY GROCER	11/12/2001	Adult & children program supplies-Dem;furniture polish,glass cleaner, air freshener, toilet bowl cleaner	\$181.42
20504	1001	UNIQUE MANAGEMENT SERVI	11/12/2001	Secondary collections-Sept '01	\$99.19
20505	1002	VISTA INC.	11/12/2001	Microfilm Machine lamps	\$32.35
20506	1003	WAL-MART COMMUNITY BRC	11/12/2001	Video's, DVD's,CD's,contact paper,Fall Festival & Children's Program-Ren,Children's Prog.-Wheat	\$636.89
20507	1004	WERMAN GROUP	11/12/2001	Video	\$89.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims
					\$42,076.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 06, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, December 10, 2001, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Approval of board meeting dates for 2001 (R21)
- D. Bank Transfer from DeMotte State Bank to Peoples State Bank (R 25)
- E. Salary Ordinance update (R 7)

General Business

- | | |
|--|------------|
| A. Long range plan progress report 2001 (R9-R19) | Discussion |
| B. Contingency planning for staff absence (R 23) | Discussion |
| C. Election of Officers 2001 (R 25) | Action |
| D. Workshop approval (R 24) | Action |
| E. December 27 board meeting time (R 26) | Action |

Director's Report (R 23-R 26)

Discussion

Items for future Agendas

Public Forum

Adjournment

6:30 PM--Board Christmas Party

Minutes November 12, 2001
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Joan Floyd, Mari Anne Sayler, Tim Schultz, Sue Deardorff, Anne-Marie Egan, Mark Heinig III, Lynn Daugherty, Gail Jung.

Agenda/Consent Agenda: On a motion by J. Floyd, seconded by S. Deardorff, the Consent Agenda and Agenda items including October Minutes, Financial Reports, revisions to the Material Selection and Sexual Harassment Policies, approval for Gail and Lynn to attend a Public Funds Management workshop, and a Revised Salary Ordinance were approved unanimously.

Health insurance: On a motion by M. Heinig, seconded by M. Sayler, the board voted unanimously to absorb the entire 18.9% increase in Anthem health insurance premiums for 2002. This equals a \$42.36 per month per person increase in premiums.

Tax Abatement: The board discussed a notice of public hearing regarding a request for tax abatement for an additional dairy facility in North Union Township. The owners of the property in questions will continue to pay about \$8500 in property tax revenues as in the past. In the first year of the tax abatement they will save about \$141,724 in additional property tax. Each year they will save a smaller portion of the property tax owed on improvements to the property until, by the 10th year, it is estimated that they will be paying an additional \$160,900 in county property taxes. The board did not choose to attend the hearing to object to the tax abatement.

Slate of officers: The nominating committee presented the following slate of board officers for 2002: Anne Marie Egan, President; Mike Crawford, Vice President; Mark Heinig, Secretary; Mari Anne Sayler, Treasurer; Tim Schultz, Assistant Treasurer.

Wheatfield Feasibility Study: On a motion by S. Deardorff, seconded by M. Heinig, the board voted to begin the process of contracting for a feasibility study. The board decided, on a motion by T. Schultz, seconded by M. Heinig, that they want the director to recommend 3-5 architects who involve themselves in small projects such as ours, who have been recommended by other libraries. They would like information about the firms, they would like to know what kind of information is gathered for a feasibility study, and they would like samples of feasibility studies. Because the architect selected might be the architect selected to design the building, they would like pictures of libraries created by these architects. Upon presentation of this information, the board will decide on the next step to be taken.

Board Christmas Party: The board will have a Christmas "social hour" from 6:30 - 7:00 PM in the library meeting room on Monday, December 10, with the board meeting starting at 7 PM as usual. Board members will bring snacks. The director will decorate.

Director's Report: Seven board and staff, including S. Deardorff and A-M Egan, will attend PLA in Phoenix in March. We will see if the Friends organizations would be willing to help pay for expenses.

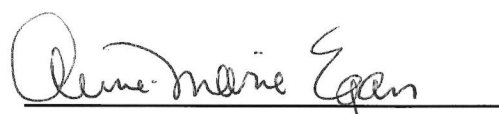
Styrofoam insulation will be glued onto ceiling tiles that must be moved so that heating valves, etc. can be serviced. This will keep mechanics from destroying the integrity of the library's building envelope when they service an area and do not correctly replace the insulation. This will occur first at DeMotte, and only in specific locations, until we determine whether any other problems result.

PFEFF contract has been returned properly signed. We will now apply for reimbursement for bills paid thus far.

The Board approved the idea of offering staff field trips to certain unique public libraries as continuing education activities and offering more in-house training next year in lieu of attending less valuable events such as district meetings and annual conference. They also had no problem with an experiment that would provide coffee to library patrons.

With no other business to discuss, the meeting adjourned at 8:15 PM on a motion by M. Sayler, seconded by M. Heinig


Attest: Sue Deardorff, Secretary


Anne-Marie Egan, President

November 2001

DEMOTTE

RENSSELAER

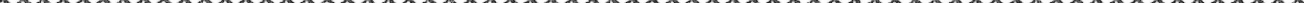
WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	------------------

Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circulation
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**Total
Circ.**



Fiction	131	43	1,862	113	0	1,977	60	1	845	4,684
Nonfiction	212	293	1,266	99	92	1,439	85	12	586	3,291

Fiction	41	40	2,127	83	1	2,703	47	3	1,012	5,842
Nonfiction	18	7	731	19	0	1,112	15	0	308	2,151

Fiction	2	0	150	9	0	342	12	13	81	573
Nonfiction	3	42	49	1	0	77	4	0	21	147
Magazines,Adult			585			349			241	1,175
Magazines, Child			86			12			39	137
Games, Toys			0			5			6	11
Internet Use			156			545			106	807
Sound Rec/Adult	39	2	425	37	0	776	4	0	267	1,468
Sound Rec/Child	0	0	132	0	0	121	0	0	37	290
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	2	1	149	0	0	122	0	1	76	347
Vertical Files	0	0	84	0	0	15	0	0	1	100
VHS/DVD	46	0	848	44	0	2,055	6	0	784	3,687
Equipment			0			0			0	0
TOTAL	494	428	8,650	405	93	11,650	233	30	4,410	24,710

XX

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	51,924	61,875	30,556
Percent Increase/Decrease	8.5%	17.2%	15.6%

[illegible]

MONTHLY SYSTEM STATISTICS

Circulation	21,731	24,710	13.7%
Jan. to date circulation	254,957	273,808	7.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
12,672	12,760	11,976	12,089	8,009	8,068
15,217	15,136	21,351	21,358	8,061	8,134
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,848	10,849	12,533	12,615	6,402	6,446
7,850	7,861	8,235	8,254	3,861	3,876
					Fiction
					Nonfiction
					YA BOOKS
1,866	1,868	2,339	2,348	1,383	1,382
610	571	504	505	132	136
					Fiction
					Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,053	1,090	1,737	1,774	1,215	1,219
300	300	377	377	276	276
25	25	16	16	1	1
131	132	193	193	127	126
					Sound Rec/Adult
					Sound Rec/Child
					Online Databases
					Software
					Vertical Files
1,284	1,330	2,160	2,204	884	890
2	2	2	2	2	2
					VHS/DVD
					Equipment
51,858	51,924	61,563	61,875	30,353	30,556
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE

November 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	7			7
Award Winner JFIC (DAJFIC)	23			23
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	4	2		6
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	71	5	1	77
Books on CD (DBKCD)	37	3	1	41
Books on Tape (DBKT)	158	12	2	172
Compact Disc (DCD)	201	14	4	219
DVD	120		1	121
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	51			51
Fiction (DFIC)	1343	56	30	1429
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	156			156
Juv. Biography (DJBIO)	37			37
Juv. Book on CD (DJBKCD)	1			
Juv. Book on Tape (DJBKT)	104	3		107
Juv. Compact Disc (DJCD)	11			11
Juvenile Easy (DJE)	1191	5	2	1198
Juv. Easy Reader (DJER)	351	1	3	355
Juv. Fiction (DJFIC)	276	9	3	288
Juv. Holiday books (DJHOL)	1			1
Juv. Magazine (DJMAG)	86			86
Juv. Music Cassette (DJMC)	12			12
Juv. Nonfiction (DJNF)	661	12	5	678
Juv. Nonfic Text Bk (DJNFTB)	1			1
Juv. Paperback fic (DJPBF)	248		2	250
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	91	1		92
Large Print Nonfic (DLPNF)	8		1	9
Magazine (DMAG)	584	8	4	596
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	1075	62	25	1162
Nonfiction VHS (DNFVHS)	42	1	2	45
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	16	2	1	19
Parent Shelf Ref (DPREF)	3			3
Reference (DREF)				0
Ref. Magazine (DRMAG)	1			1
Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	4			4

Software (DSWAR)	148	7		155
Vertical File (DVF)	9	1		10
VHS	673	11	2	686
YA Biography (DYAB)	5	1		6
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	51	3		54
YA Nonfiction (DYANF)	42	2		44
YA Paperback Fic (DYAPBF)	88	4		92
Award Winner JBIO (RAJBIO)		4		4
Award Winner JE (RAJE)		3		3
Award Winner JFIC (RAJFIC)		6		6
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		4		4
Award Winner YAFIC (RAYAF)		6		6
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	4	82	1	87
Books on CD (RBKCD)		31		31
Books on Tape (RBKT)	3	205		208
Compact Disc (RCD)	5	467	3	475
DVD		263		263
Equipment (REQP)				0
See librarian (RERR)			1	1
Express Book (REXP)		126		126
Fiction (RFIC)	39	1191	44	1274
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		5		5
Internet (RINTER)		545		545
Juv. Biography (RJBIO)	1	44		45
Juv. Book on CD (RJBKCD)				
Juv. Book on Tape (RJBKT)	2	99		101
Juv. Compact Disc (RJCD)		8		8
Juvenile Easy (RJE)	16	1398	3	1417
Juv. Easy Reader (RJER)	1	320	1	322
Juv. Fiction (RJFIC)	4	493	2	499
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		12		12
Juv. Music Cassette (RJMC)		9		9
Juv. Nonfiction (RJNF)	4	1036	3	1043
Juv. Nonfic Text Bk (RJNFT)				0
Juv. Paperback fic (RJPBF)	2	453	2	457
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	4	69		73
Large Print Nonfic (RLPNF)		2		2
Magazine (RMAG)		341		341
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	30	1145	17	1192
Nonfiction VHS (RNFVHS)	2	48	1	51
Professional Coll. (RPRO)	2	1		3
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		3		3
Parent Shelf Ref (PREF)		6		6

Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)		1		1
Spanish Collection (RSPA)	5	59		64
Software (RSWAR)		115	1	116
Vertical File (RVF)		8		8
VHS	7	1727	1	1735
YA Biography (RYAB)				0
YA Books on Tape (RYABKT)		12		12
YA Fiction (RYAF)	2	140		142
YA Nonfiction (RYANF)	2	74	1	77
YA Paperback Fic (RYAPBF)	2	180		182
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)			3	3
Award Winner JPFIC (WJAPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WYAPBF)		1		1
Biography (WBIO)	2	5	28	35
Books on CD (WBKCD)		1	11	12
Books on Tape (WBKT)	7	14	87	108
Compact Disc (WCD)	13	5	157	175
DVD	1		130	131
Equipment (WEQP)				0
See librarian (WERR)			1	1
Express Book (WEXP)				0
Fiction (WFIC)	52	23	651	726
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			106	106
Juv. Biography (WJBIO)		1	7	8
Juv. Book on CD (WJBKCD)				
Juv. Book on Tape (WJBKT)	2	2	27	31
Juv. Compact Disc (WJCD)			9	9
Juvenile Easy (WJE)	2	1	600	603
Juv. Easy Reader (WJER)	1	1	203	205
Juv. Fiction (WJFIC)	3	4	118	125
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			39	39
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	4	4	287	295
Juv. Nonfic Text Bk (WJNFTB)			1	1
Juv. Paperback fic (WJPBF)		5	71	76
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	4	2	12	18
Large Print Nonfic (WLPNF)			1	1
Magazine (WMAG)			237	237
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	16	28	488	532
Nonfiction VHS (WNFVHS)	1		22	23

Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			13	13
Software (WSWAR)	1		75	76
Vertical File (WVF)			1	1
VHS	2	5	625	632
YA Biography (WYAB)				0
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	1	2	50	53
YA Nonfiction (WYANF)			20	20
YA Paperback Fic (WYAPBF)	2	4	31	37
TOTAL	8249	11074	4287	23609

CIRCULATION BY HOLDINGS CODE
October 2001

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	4	1	7
Award Winner JE (AJE)	7	3	2	12
Award Winner JFIC (AJF)	23	6	0	29
Award Winner JNF (AJNF)	1	0	3	4
Award Winner JPFIC (AJPF)	2	4	0	6
Award Winner YAFIC (AYAF)	4	8	0	12
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	77	92	30	199
Books on CD (BKCD)	37	35	12	84
Books on Tape (BKT)	168	243	89	500
Compact Disc (CD)	219	486	164	869
DVD	121	263	131	515
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	2	2
Express Book (EXP)	51	126	0	177
Fiction (FIC)	1434	1270	725	3429
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	5	0	5
Internet (INTR)	156	545	106	807
Juv. Biography (JBIO)	38	45	7	90
Juv. Book on CD (JBKD)	1	0	0	1
Juv. Book on Tape (JBKT)	108	104	27	239
Juv. Compact Disc (JCD)	11	8	9	28
Juvenile Easy (JE)	1209	1404	605	3218
Juv. Easy Reader (JER)	353	322	207	882
Juv. Fiction (JFIC)	283	506	123	912
Juv. Holiday (JHOL)	1	0	0	1
Juv. Magazine (JMAG)	86	12	39	137
Juv. Music Cassette (JMC)	12	9	1	22
Juv. Nonfiction (JNF)	669	1052	295	2016
Juv. Nonfic Text Bk (JNFT)	1	0	1	2
Juv. Paperback fic (JPBF)	250	458	75	783
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	99	72	12	183
Large Print Nonfic (LPNF)	8	2	2	12
Magazine (MAG)	584	349	241	1174
Music Cassette (MCAS)	1	0	0	1
Nonfiction (NFIC)	1121	1235	530	2886
Nonfiction VHS (NFVH)	45	49	25	119
Professional Coll. (PROF)	2	1	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	5	1	22
Parent Shelf Ref (PREF)	3	6	0	9
Reference (REF)	46	44	9	99
Ref. Magazine (RMAG)	1	0	0	1
Reference Software (RSWAR)	0	0	0	0

Spanish Collection (SPA)	9	59	13	81
Software (SWAR)	149	122	76	347
Vertical File (VF)	84	15	1	100
VHS	682	1743	628	3053
YA Biography (YAB)	5	1	0	6
YA Books on Tape (YABKT)	0	12	2	14
YA Fiction (YAF)	54	145	50	249
YA Nonfiction (YANF)	44	76	21	141
YA Paperback Fic (YAPBF)	92	188	31	311
				0
Free reads	278	509	108	895
Puzzles			6	6
Talking books				0
Assignment Shelf Books				0
TOTAL	8647	11644	4410	24701

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1862	1977	845	4684
Nonfiction	1266	1439	586	3291
CHILDREN'S BOOKS				
Fiction	2127	2703	1012	5842
Nonfiction	731	1112	308	2151
YA BOOKS				
Fiction	150	342	81	573
Nonfiction	49	77	21	147
Magazines, Adult	585	349	241	1175
Magazines, Children	86	12	39	137
Games, Toys	0	5	6	11
Internet use	156	545	106	807
Sound Recordings, adult	425	776	267	1358
Sound Recordings, ch	132	121	37	290
Online databases	0	0	0	0
Software	149	122	76	347
Vertical file	84	15	1	100
VHS/DVD	848	2055	784	3687
Equipment	0	0	0	0
Total	8650	11650	4410	24710

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2001

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	139	30	64	14	140	30	343	74
LOCAL HISTORY								
In person		0	13	4		0	13	4
Letters written		0	7	7		0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	15	1	44	4	22	2	81	7
VCR Use	2	0		0	3	0	5	1
Microforms	10	1	15	2		0	25	3
CD ROM/Online databases	53	4	139	12	29	2	230	19
Typewriter use	3	0		0		0	3	0
Other equipment used	4	1	1	0		0	5	2
 Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	55	37		0	57	38
Notarized documents	6	2		0		0	6	2
Meeting Room Use (no. of groups)	76	25	29	10	23	8	128	43
Study room use	21	2	30	3	5	0	56	5
INTERLIBRARY LOANS								
Requests made for:	42	11	47	12	24	6	113	28
Items rec'd for:	46	23	44	22	9	5	99	50
 Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7641	7870	3155	18666
 Non-resident, paying	12	24	0	36
PLAC card users	0	2	0	2
Reciprocal borrowers	433	265	22	720

PROGRAMS

Programs for all ages	0	0	2	12	0	2	12	
Children's Programs (0-13)	23	138	11	66	3	18	37	222
Number attending	366		259		35		660	
YA Programs (14-17)	2	12		0		0	2	12
Number attending	46				1		47	
Adult Programs	2	12	7	42	2	12	11	66
Number attending	28		95		15		138	
Senior Citizen Programs	1	6	6	36		0	7	42
Number attending	12		67		4		83	
Total Number of Programs	28	168	26	156	5	30	59	354
Total Persons Attending	452		421		55		928	
Total Attending Same Month Last Yr.	315		229		146		690	
Total Staff Hours Spent		270		281		84		635
Hours Spent Same Month last year		200		316		140		656

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6278	73.1%	7932	68.4%	3333	75.8%	17543	71.4%
Corporate	53	0.6%	77	0.7%	60	1.4%	190	0.8%
Juvenile 0-11	1135	13.2%	1727	14.9%	350	8.0%	3212	13.1%
Nonresident No Fee	95	1.1%	217	1.9%	145	3.3%	457	1.9%
Nonresident Fee		0.0%	20	0.2%		0.0%	20	0.1%
Reciprocal	307	3.6%	283	2.4%	45	1.0%	635	2.6%
School	2	0.0%	51	0.4%		0.0%	53	0.2%
St. Joseph College		0.0%	121	1.0%		0.0%	121	0.5%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	474	5.5%	626	5.4%	307	7.0%	1407	5.7%
YA 12-17	245	2.9%	535	4.6%	155	3.5%	935	3.8%
Total	8589		11589		4395		24573	
All items borrowed by nonresidents	404	4.7%	692	6.0%	190	4.3%	1286	5.2%

Salary Ordinance 2001**Updated 12/3/01**

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Salyer, Beth	Clerk	\$7.25	14	R	3/6/00
Saxon, Jackie	Librarian 1	\$14.00	35	R	5/21/96

Jackie has returned from maternity leave and has been given permission to cut her hours from 40 hours per week to 35 hours per week. She will eliminate 5 hours spent at the circulation desk, keeping all the hours needed to carry out her responsibilities as Youth Services Librarian. Beth Salyer will work an additional four hours at the circulation desk and, in January, Chris Cly will pick up the other hour of Jackie's five.

We have examined and approved the changes in the salary ordinance. Dated December 10, 2001.

_____	_____
_____	_____
_____	_____

Jasper County Public Library **Long Range Plan 2000**

2001 Progress Report

Lifelong Learning

Goal 1 - Jasper County residents of *all* ages shall have the opportunity for personal growth and development through a wide variety of programs and resources and expert help in accessing and using those resources.

Objective: The number of children's programs will not decrease from the 1999 level at each library.

- 1.1 To insure an increase in children's programs, evening or Saturday story or toddler times will be offered 4 times a year by children/youth specialists by 2002. **Rensselaer and Wheatfield have had 3 in 2001. DeMotte had more than 4. DeMotte and Rensselaer felt their evening story hours were very successful. At Wheatfield, attendance was only about 3 children. They will try Saturday story hours next year.**

Objective: DeMotte and Rensselaer libraries will annually offer programs for adults in at least five of the following areas: personal finance, health, leisure activities, literary topics, technology, travel, nature, other topics. Wheatfield will offer programs in at least three of the above-named areas. **All did a great job and offered a wide variety of adult programs.**

- 2.1 Each year agency librarians will make a program agenda for the upcoming year effective 2001. **Done**
- 2.2 DeMotte and Rensselaer libraries will offer at least four programs annually to attract young adults to the library. The Wheatfield Library will offer at least two such programs. **DeMotte had craft programs, a talent show, a game night, a chess program, a teen hobby showcase, and a teen pizza party! The summer craft programs were very popular. Way to go, DeMotte!!! Rensselaer had two summer craft programs, a paperback swap and a teen pizza party.**

Wheatfield did not have programs for teens because of the small number of teens using the library. In the YA reading program they offered, there were usually fewer than 10 names in the prize drawing each week. They will try summer programs next year.

- 2.3 Children/Youth specialists will offer required number of ya programs in 2001. They will also investigate opportunities to attend ya counterparts and other ya workshops. **Done. All went to ya counterparts and a workshop on YA reference.**

Objective: Use of library resources will increase by 3% each year.

- 3.1 Agency librarians will request sufficient funds in their 2001 equipment budgets to allow for the purchasing of display furniture. **Done**
- 3.2 Agency librarians will assign the monthly task of creating a selected list of new materials (magazines, AV, YA, children, and adult) for local newspapers. Effective 9/2000 **Done. Staff receives very few comments from patrons. We still feel it is good publicity. Patrons may be coming into the library and looking for the materials listed in the newspaper, without our knowing it.**
- 3.3 Each library will provide copies of Community Connections to a minimum of 5 local businesses by September 2000. **Done**
- 3.6 Each library will start a picture file of programs for publicity articles by September 2000. **Done. Photos of events included in picture files.**
- 3.7 Marketing Committee will create a committee of staff whose role it will be to develop a PowerPoint presentation by April 2001 on JCPL library services to be used by staff in promoting the library to community organizations. This presentation will be reviewed annually for currency. **Done**
- 3.8 Staff will offer promotional presentations on library services to community groups a minimum of 6 times per year at Rensselaer, 4 times per year at DeMotte, and 2 times per year at Wheatfield, beginning 2001.
- Rensselaer: 1. TriKappa; 2. Spanish population; 3. Healthy Families; 4. Chamber of Commerce Lifestyle Expo 2001; 5. Letters to St. Joe students; 6.3 Public Forums highlighting library services on WLQI; Unmanned booth with information at Cooperative Schools Transition Day**
- DeMotte: 1. DeMotte Expo; 2. Friends (Vision for Future); 3. Sr. Citizens; 4. Garden Club**
- Wheatfield: 1. Quilters; 2. DeMotte Expo**

Next year, with the PowerPoint presentation in hand, we will find it easier to speak to community groups.

General Information

Goal 1 - Residents of the Jasper County library district will have convenient access to the library buildings

Objective: A survey of users and nonusers will indicate 90% satisfaction with library hours

1.1 The Director, in conjunction with the Board, will create a User/Non-User Satisfaction Survey. **Done**

1.2 If the survey indicates less than 90% satisfaction, the Director will appoint a committee to determine what changes in the Library hours are needed and if the Library can make these changes. **DeMotte to open 1 more night next yr. Other libraries satisfied.**

Objective: Each year libraries will evaluate whether they are meeting patron need for computers and Internet stations, through a February patron survey and staff observation. **Done. Public computers have been upgraded or replaced.**

Goal 2 - Residents of the Jasper County library district will have increased access to a broad variety of materials and information.

Objective: Budgets for the various materials collections (books, videos, etc.) will be reviewed annually to determine if collections are meeting patron needs and to adjust budgets accordingly beginning May 2001.

1.1 A discussion of collection needs will be included on the agenda of the monthly staff meetings beginning June 2000. **Yes**

1.2 A suggestion box will be made available in each building. Agency Librarians will be responsible for the box. The Homepage Committee will be responsible for creating a suggestion box on the web page. **Done**

1.3 Discussion of good or interesting ideas gleaned from other libraries will be on the monthly staff meeting agenda at each branch library beginning June 2000. **Yes**

1.4 By January 2001 a committee of three representatives, one from each branch will be formed to investigate Internet and fax reference service. Reports will be made available to the management team by January 2002. **"Ask a Librarian" reference now on webpage. There is limited activity, mostly from persons seeking genealogical information.**

1.5 By December 2002, Database Committee will have investigated advisability and cost of providing remote access to online databases. **Offered for every database where it is affordable and available.**

1.6 Individuals responsible for reviewing material/collection budgets will use the information gleaned from staff and patron input to determine if the collections are meeting Patron needs and will adjust the budget accordingly beginning May 2001. **Ongoing**

Objective: A survey of users and nonusers will indicate 90% satisfaction with available library materials

2.1 If the User/Non-User Satisfaction survey indicates less than 90% satisfaction with library materials the individuals responsible for collection development will make necessary adjustments by the following January.

90% satisfaction at a level above "adequate" reported for:

Wheatfield books, magazines, newspapers and videos and dvds (but only 34 surveys completed).

Rensselaer children's and ya books.

80% or better satisfaction for:

DeMotte books, magazines, newspapers.

Rensselaer adult books, magazines, newspapers, videos, DVDs and CD-Roms.

Below 80% satisfaction for:

DeMotte books on tape and cd, videos, dvds and cd-Roms.

Rensselaer books on tape and cd.

Wheatfield books on tape and cd, and cd-roms.

2.2 Beginning January 2001, each branch will assign an individual to record the subject areas of inter-library loan requests throughout the year and compile a report which will be given to the Agency Librarians by January of each year. This report will be used to determine deficiencies in the library collection. **Ongoing**

Goal 3 - Expertly trained library staff will help patrons locate information they need or desire and will teach those who wish to learn search techniques for themselves.

Objective: A survey will indicate that 93% of library users will leave the library satisfied with the results of their search.

1.1 Agency Librarians will be responsible for creating staff reference quizzes. The quizzes will include questions to be answered using electronic resources, print resources, and the Internet. These quizzes will be issued at least twice a year beginning October 2000. **Done**

1.2 Beginning January 2001 the Training Committee will offer staff at least six courses in a calendar year on six different subject areas. Two courses will focus on print resources; two will focus on database resources; and two will focus on the Internet.

Migration training took the place of this in 2001.

1.3 Agency Librarians will establish a committee that will be responsible for creating and distributing a map of their library. Map will include a list of Dewey Decimal Classifications, and any other locational information that they feel is important for their patrons. This information will be made

ready for distribution to the patrons by February 2002. **Postponed to 9/02.**

1.4 The Training Committee, or designated individuals, will be responsible for providing instructional materials for independent use of library-provided databases. Materials will be available June 2001. **Almost completed 11/16/01**

1.5 Library system will continue with reference fill count annually. **Yes**

Current Topics and Titles

Goal 1 - Residents of the Jasper County library district will find a wealth of current, high-demand materials in a variety of media to stimulate their thinking, satisfy their curiosities, expand their knowledge and make their leisure time more productive and enjoyable. These materials will be attractively displayed, with multiple copies where needed.

Objective: The average number of days between placing a reserve and filling a reserve will decrease in each year of the 2000-2004 planning cycle.

1.1 Every library will obtain a copy of books on the Publishers Weekly adult hardcover Best Sellers List when in keeping with the JCPL Selection Policy, beginning 2001. **Done**

1.2 Books on the Publishers Weekly adult hardcover Best Sellers List will be on a one-week check out beginning 2001.
DeMotte and Rensselaer only. Wheatfield doesn't have readership for multiple copies, so express books would not allow those taking longer to read a book to check the books out at first.

1.3 By May 2001, Agency Librarians will determine whether it is more economical to purchase more copies of a title or to lease copies. When there are 5 reserves on a book, more copies will be leased or purchased.
Done

1.4 Agency Librarians will determine whether to subscribe to Automatically Yours through Baker and Taylor, (getting books by popular authors as fast as the book stores) by 2001. **Done**

1.5 Management staff will create a New Technologies Committee to examine and evaluate possible new material types for the library, such as e-books, DVD, etc. by the end of 2000. **Committee in place. Ruled e-books out until format is standardized. Looking at other technology.**

Objective: Each year, the number of persons visiting the library system will increase by 2%.

During People Count Week, DeMotte patron visits were up 15%, Rensselaer's up 11% and Wheatfield's up 1.6%.

2.1 The Marketing Committee will check into having grocery stores put Community Connections in the grocery bags 4 times a year, quarterly, in 2001. **Done**

2.2 The Library will investigate the feasibility of using email to send Community Connections or notification of new books of interest to individual patrons by March of 2002. **Community Connection on webpage. Investigation of notifying by email not yet underway.**

Objective: At Rensselaer and DeMotte libraries, at least 9 book related activities (book discussions, author visits, etc.) will be offered each year of the planning cycle. At Wheatfield, a book-related activity will be offered in the first year of the planning cycle. Evaluation of the program's success will determine whether further efforts will be made in this area. **Ongoing and successful!**

3.1 DeMotte and Rensselaer Libraries will hold at least 9 book discussions a year beginning 2000. **Ongoing at all 3 libraries.** They will make at least 5 visits to the Retirement Home/Nursing Homes a year to do either a story time or book discussion. **Rensselaer-yes. DeMotte - Oak Grove has not been willing to schedule us in as much as we'd like. They have a very full program schedule for residents.**

3.2 All three libraries will offer at least 1 adult reading program a year. Wheatfield's Agency Librarian will evaluate theirs to see if it should continue. **Ongoing. Staff questions whether it really brings in new readers or whether it is just a fun activity for current library users.**

Goal 2 - Knowledgeable staff will enable patrons to find the materials they desire.

Objective: Each library will produce at least 4 booklists for patron use each year.

1.1 **Readers Advisory committee** will make 4 *adult* fiction and 1 non-fiction book lists a year per library. These book lists will be put into books on the shelves, and will be available at the check out. Booklists will be put into Readers Advisory Notebooks and on the library webpage. **Done**

1.2 **Children Specialists** will make 2 book lists a year to be handed out, and to be put in Junior books and Young Adult books. All will start in 2001. These book lists will be put into the Readers Advisory Notebooks. **Done**

1.3 **Staff** will be encouraged to create a book list by June of each year to be added to the Readers Advisory Notebooks. **Done**

1.4 **Readers Advisory Committee** will meet at least once per year to generate ideas to aid staff in helping patrons find books. **Yes**

1.5 **Reader's advisory committee** will utilize existing booklists to make monthly reader's advisory bookmarks effective 2001. **Done**

Objective: The percentage of items requested and found immediately available during the reference fill survey, conducted in April will be studied. The percentage of items sought which are immediately available will increase by 1% annually.

Percent of Items immediately available:	2000	2001
DeMotte:	77%	64%
Rensselaer:	90%	80%
Wheatfield:	75%	74%

2.1 Agency Librarians will conduct a tally of requested foreign books, from July through December 2000, to see if there is a need. **Some Spanish language materials added to collections at all 3 libraries.**

2.2 The User/Non User Satisfaction Survey will include a question on patron interest in books on CD and DVD movies. **Patrons at all libraries want more books on cd and tape.**

Formal Learning Support

Goal 1 - The public libraries will coordinate efforts with teachers and school libraries to help supplement school library materials needed for particular teaching units, and to provide space for classroom assignment materials when requested.

Objective: Decrease the number of "Inability To Fill" reports sent to teachers each year.

1.1 To measure these statistics, the children's librarians/specialists will be responsible for setting up a folder in which a copy of each "Inability To Fill" report will be filed. We will start this August 2000. **Done**

1.2 The children's librarians/specialists will be responsible for delivering a survey to teachers asking them what materials the library could purchase to help support their teaching units. This will be done annually, in September, beginning September 2000. **Poor initial return. Staff feels teachers may contact us when they need us later in the school year, because they remember that we expressed an interest in helping. We feel it has PR value.**

1.3 The children's librarians/specialists will be responsible for reactivating Media Minds in the fall of 2001. We hope to share ideas on

software, materials, and brainstorm ways we can work together. **Held first meeting**

Goal 2 - Students in the Jasper County Public Library service area will find computers equipped with the necessary software to aid in completion of school projects. Skilled staff will be available to help them locate materials needed for homework assignments.

Objective: The library will offer at least 30% of the software programs used by students for their school work.

2.1 The children's librarians/specialists will be responsible for contacting the schools and finding out what software programs their students use. This will be done every two years, in May, beginning May 2001. **Not done**

2.2 System Administrator will check our computers to see if we need to upgrade or purchase new computers to accommodate more software.

2.3 The children's librarians/specialists will be responsible for reviewing the software every two years.

Basic Literacy

Goal 1 - The library will support the efforts of other agencies to help each Jasper County resident meet his/her basic need to read and perform other essential daily tasks by providing meeting room space for adult education classes and for tutoring, by providing tutoring software and exam preparation guides, and by cooperating with schools in family literacy efforts.

Objective: Tutoring software will be made available to the public at all libraries.

1.2 The Basic Literacy Committee will investigate tutoring software available for purchase, and it will contact Jasper County agencies that offer adult education, job training, English as a second language instruction, family literacy programs, continuing education and other instructional programs for adults in order to obtain recommendations for useful electronic study materials. **New tutoring software purchased includes software to help patrons with: learning Spanish and Portuguese, typing, taking the SAT, learning MS Office programs, Sign language, Internet use.**

1.3 The committee will investigate options for using tutoring software in library computers. **Tutorials on MS Office products can be used on library computers.**

1.4 Tutoring software will be made available for lending to library patrons.
See 1.2

Objective: Current exam preparation guides will be available in all libraries. Five new subject areas will be added at each library by 2004.

2.1 The Basic Literacy Committee will compile a list of exam preparation guides and gather recommendations from area agencies for study materials that will support their instruction. This information will be given to the agency librarian in each branch by Jan 2001. **Done**

2.2 At least once each year the committee will review basic literacy programs and resources available in the community. The committee will also review exam preparation guides and literacy software on an annual basis, and make recommendations for purchase each year to the agency librarian at each branch. The committee will recommend subject areas that should be represented by guides in each library and subject areas that are optional or could be carried by one specific library. **A very full and complete report has been submitted to agency librarians.**

2.3 At least two new subject areas will be added by January 2002. By January 2004 at least five titles will have been added to each library. **Libraries are adding new exam preparation guides**

Information Literacy

Goal 1 - Jasper County residents will have the opportunity to learn the skills necessary for finding, evaluating and using information effectively.

Objective: Each library will offer Library Skills classes each year for interested patrons.

1.1 Beginning in January 2001, each library will offer orientation classes on library resources such as OPAC use, library use for research purposes, etc. The groups to be targeted will be decided by the staff of each library annually. Management staff at each library will work with program planners each year and decide who will do these classes and when they will be done. At least half of the classes offered by a library will include an optional skill activity or "Treasure Hunt".

We decided that OPAC classes were not necessary; however Rensselaer has given OPAC training to all 1st, 6th, 7th, and 8th graders in the public schools. DeMotte has given OPAC training to Scout groups and Covenant Christian High School students. All libraries have given OPAC instruction to "tons" of individuals.

Rensselaer offered orientation classes on library resources for Healthy Families, and for the Spanish-speaking community.

DeMotte has offered an orientation class for Senior Citizens orientation on library resources to Covenant Christian High School students and other classes of children and young adults.

Neither DeMotte nor Rensselaer has offered an optional skill activity. Wheatfield has offered no such orientation classes.

Objective: Each library will provide the equivalent of 2 electronic search training classes per month for interested patrons.

2.1 A variety of classes will be offered each year, featuring INSPIRE and *subject*-oriented classes teaching use of a variety of electronic and print resources. DeMotte and Rensselaer will offer at least 3 classes and Wheatfield will offer at least 1 class of these planned group classes, starting February 2001.

DeMotte has offered at least 2 classes on local history/genealogy resources that attracted a few people. They offered two programs to help parents help their children find suitable Internet sites. No one came to the programs. They offered a program on research on the web. They have offered subject-oriented classes to middle and high school classes working on special projects. These are successful.

Rensselaer offered a genealogy workshop. I find no indication that they have offered other such subject oriented workshops.

Wheatfield has offered no such subject-oriented workshops for groups; it is not, perhaps, appropriate for a library with a patron base the size of theirs. They are constantly introducing databases to individual patrons.

2.2 One-to-one tutorial classes will continue by appointment. These will cover using various electronic resources.

All libraries offer one-on-one tutorials. Rensselaer has a volunteer who offers one or two classes for seniors monthly.

2.3 The **Internet** Training Committee will make subject bibliographies of URLs available at work stations by June 2001. **Done. Bibliographies are available at workstations.**

Goal 2 - The library will function as catalyst and coordinator for computer training in Jasper County. It will work with other training providers to insure that comprehensive training in computers and software is available and affordable for all Jasper County residents.

Objective: Each January, management staff will determine a level of computer and Internet skills training which staff will provide for patrons.

1.1 Management will explore the availability of workshops or materials to assist staff in teaching Internet classes. **Not needed**

1.2 Management will gather information on what other libraries are offering in their Internet classes to aid in determining the kinds of classes to offer patrons each year. **Done**

Objective: By the end of the first year of the planning cycle, library staff will develop a written plan, in coordination with other computer training providers in Jasper County, to offer basic computer training to residents of the service district. **(on hold)**

2.1 The Director and a Public Service Person(s) will work with the County Wide Computer Training Program Committee, on an annual basis, or at the convenience of the Committee, to help plan for computer training needs of county residents

2.2 The Director, Public Service person(s) on the County Wide Training Committee, and Agency Librarians, with staff input, will annually meet to determine the appropriate role of the library in the county-wide computer training efforts.

General Library Goals

Goal 1 - Obtain, train and retain a highly qualified, effective staff of service-oriented employees to help the library achieve its goals.

Objective: The library will insure that salary and benefits are competitive.

1.2 Agency librarians, Director and department heads will review staffing needs annually. **Done**

Objective: Staff will receive training in the basic library and technical skills necessary to perform their duties successfully.

2.1 Core competencies will be established for each job classification by July 2001 **We have not worked on this.**

2.2 A training plan will be developed by December 2001 to aid staff in achieving core competencies and, where possible, attaining skills necessary for job advancement.. **We have not worked on this.**

Objective: Each employee, except pages and clerks, will attend the equivalent of one whole day in-house staff development training.

3.2 The management team will decide on subject for a whole day training session and schedule a day in the spring. **Migration training was featured this year!**

Objective: Each employee, except pages and clerks, will be required to attend at least two off-site continuing education opportunities relative to their job per year. **All but 3 staff have done this**

4.1 All reference specialists (and 1 asst. from Wheatfield) will attend one workshop annually to update electronic reference skills. **Good electronic reference workshops were not offered this year.**

4.2 Counterparts meetings will each count as ½ day continuing education.

Goal 2 - Adequate space will be provided in library buildings to comfortably shelf materials, facilitate quiet study, tutoring sessions and displays of materials, and to provide sufficient space for computer workstations.

Objective: By March of each year, a needs assessment of library facilities will be completed, and appropriate responses will be initiated where a need exists.

1.1 During a February staff meeting, a discussion of building space needs will be added to each library's meeting agenda as well as the Technical Services staff meeting agenda. A report with recommendations will be made available to the director by March 30 each year. **Done**

1.2 A full needs assessment will be undertaken when a library feels it has outgrown its building or work area. **Done at Wheatfield**

1.4 A Feasibility Study will be commissioned by the Library Board by June 2001. **In the works**

1.5 The Director and the Board will develop a plan for land acquisition for the building by December 2001. **Preliminary steps taken**

Goal 3 - Attempt to unify Jasper County public library service by approaching the Remington/Carpenter Township Library Board to propose a merger of the Remington Public Library with the Jasper County Public Library.

Objective: By October 2001, the JCPL Library Board will contact the Remington-Carpenter Township Public Library Board to propose a merger of the Remington Public Library with the Jasper County Public Library. **Informal discussions indicate Remington Library is not interested at this time. They are in the midst of a building project.**

1.3 By June 2001, a staff/board committee will develop a proposal to be brought to the Remington/Carpenter Township Library Board that allows the library considerable autonomy while still providing substantial benefits to their library users. **Not done. Timing is wrong.**

Board Meeting Dates

2002

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 14

Technical Services Librarian, System Administrator's Reports

Monday, February 11

Rensselaer Librarian & Children's Specialist Reports

Monday, March 11

Monday, April 8 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, May 13

Monday, June 10

Monday, July 8

Monday, August 12

Monday, August 26 (Special Budget meeting)

Monday, September 9 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 14

Monday, November 11

Monday, December 9

Friday, December 27 (Special Year End meeting)

JCPL FINANCIAL STATEMENT

November 30, 2001

	<u>Beginning 2001 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$458,635.22	\$111,668.92	\$1,286,282.26	\$581,896.27	\$1,339,311.13	\$511,664.09
Includes Investments of:						
Public Library Access Card Fund	\$72.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$5,424.45	\$154.27	\$7,274.18	\$489.00	\$5,461.35	\$3,611.62
DeMotte	\$1,051.81	\$140.28	\$3,661.44	\$235.00	\$3,098.79	\$489.16
Rensselaer	\$3,736.82	\$13.99	\$3,446.40	\$54.00	\$1,992.56	\$2,282.98
Wheatfield	\$635.82	\$0.00	\$166.34	\$200.00	\$370.00	\$839.48
Library Improvement Reserve Fund	\$22,778.46	\$0.00	\$0.00	\$52.29	\$852.48	\$23,630.94
Bond & Interest Redemption Fund	\$83,496.65	\$0.00	\$71,087.50	\$157,334.62	\$372,264.60	\$384,673.75
Includes Investments of:						
Capital Projects Fund	\$163,889.20	\$0.00	\$80,720.00	\$59,840.28	\$148,225.02	\$231,394.22
Includes Investments of:						
st/Hospitality Fund	\$0.00	\$0.00	\$1,345.25	\$0.00	\$1,345.25	\$0.00
Library Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,776.51	\$65,086.93	\$5,776.51	\$65,086.93	\$0.00
FICA Tax Collected	\$0.00	\$4,344.30	\$48,326.08	\$4,344.30	\$48,326.08	\$0.00
State Tax Collected	\$1,740.67	\$1,880.79	\$21,213.41	\$1,916.09	\$21,388.83	\$1,916.09
County Tax Collected	\$468.08	\$518.48	\$5,846.58	\$528.50	\$5,907.00	\$528.50
Deferred Comp.	\$0.00	\$2,730.74	\$28,832.69	\$2,730.74	\$28,832.69	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,760.28	\$22,338.30	\$2,342.62	\$22,453.20	\$114.90
Employee Health/Life Insur.	\$0.00	\$17.80	\$62.40	\$17.80	\$80.20	\$17.80
Employee P.E.R.F.	\$4,186.03	\$0.00	\$17,988.15	\$1,709.62	\$17,219.62	\$3,417.50
Credit Union	\$0.00	\$350.00	\$1,850.00	\$350.00	\$1,850.00	\$0.00
TOTAL ALL FUNDS.....	\$740,900.76	\$130,202.09	\$1,658,325.73	\$819,328.64	\$2,078,604.38	\$1,161,179.41

Bank Balances
Jasper County Public Library
Report as of: 11/30/2001

<i>Bank</i>	
1	Peoples State Bank \$1,124,982.16
2	Demotte State Bank \$12,356.31
3	Lafayette Bank & Trust-LIRF \$23,630.94
4	Cash on Hand \$210.00
5	Fifth-Third Bank CD#002-0585926115 \$0.00
6	Fifth-Third Bank CD#002-0585926131 \$0.00
7	Fifth-Third Bank CD#002-0585926158 \$0.00
8	\$0.00
9	\$0.00
10	\$0.00
11	\$0.00
12	\$0.00
13	Rens.Bank'g Ctr. CD#400037210 \$0.00
14	Rens. Bank'g Ctr. CD#400037126 \$0.00
15	Rens. Bank'g Ctr. CD#400037128 \$0.00
16	Rens. Bank'g Ctr. CD#400037161 \$0.00
17	Rens. Bank'g Ctr. CD#400037160 \$0.00
<i>Total all banks =</i>	
<i>\$1,161,179.41</i>	

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

INVESTMENT REGISTER

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
01/16/2001	400037126	Rens. Bank'g Ctr	64 day	\$100,000.00	6.55%	OPER	11/13/2000	\$1,148.67	
02/13/2001	400037128	Rens. Bank'g Ctr	92 day	\$200,000.00	6.58%	OPER	11/13/2000	\$3,317.54	
				\$63,889.20		CPF		\$994.50	
				\$83,496.00		BIRF			
				<u>\$52,614.80</u>		OPER		<u>\$2,117.77</u>	
03/27/2001	400037161	Rens. Bank'g Ctr	90 day	\$200,000.00	6.31%		12/27/2000	\$3,112.27	
				\$17,880.00		OPER		\$829.46	
				\$83,496.30		BIRF			
				<u>\$48,623.70</u>		CPF		<u>\$398.00</u>	
06/07/2001	400037210	Rens. Bank'g Ctr	63 day	\$150,000.00	4.74%		04/05/2001	\$1,227.46	
06/28/2001	400037160	Rens. Bank'g Ctr	183 day	\$100,000.00	6.31%	CPF	12/27/2000	\$3,164.15	
				\$ 148,037.00		OPER	5/11/01	\$1,175.00	
				<u>\$ 1,963.00</u>		BIRF			
07/10/2001	002-0585926115	Fifth-Third Bank	60 day	\$ 150,000.00	4.71%				
08/10/2001	002-0585926131	Fifth-Third Bank	91 day	\$ 180,000.00	4.65%	OPER	05/11/2001	\$2,115.75	
				\$ 100,000.00		OPER		\$3,778.02	
				\$ 144,351.03		BIRF			
				<u>\$ 55,648.97</u>		CPF		<u>\$860.31</u>	
09/10/2001	002-0585926158	Fifth-Third Bank	121 day	\$ 300,000.00	4.60%		05/11/2001	\$4,638.33	

11/30/2001

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/01/2001 To 11/30/2001

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$47,216.00	\$0.00	\$47,216.00	\$3,934.66	\$43,216.26	\$3,999.74	91.5
1.12 SALARY OF ASSISTANTS	\$635,754.00	\$0.00	\$635,754.00	\$51,836.10	\$576,798.25	\$58,955.75	90.7
1.13 WAGES OF JANITORS	\$42,562.00	\$0.00	\$42,562.00	\$3,359.75	\$34,149.45	\$8,412.55	80.2
1.21 EMPLOYER'S SHARE-FICA	\$55,503.00	\$0.00	\$55,503.00	\$4,344.30	\$48,326.08	\$7,176.92	87.1
1.22 UNEMPLOYMENT COMPENSATION	\$1,995.00	\$0.00	\$1,995.00	\$0.00	\$1,042.25	\$952.75	52.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$31,693.00	\$0.00	\$31,693.00	\$0.00	\$30,398.94	\$1,294.06	95.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$30,586.00	\$1,443.87	\$32,029.87	\$2,855.46	\$29,971.97	\$2,057.90	93.6
1.31 OTHER PERSONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$74.25	\$879.01	\$620.99	58.6
Subtotal	\$846,809.00	\$1,443.87	\$848,252.87	\$66,404.52	\$764,782.21	\$83,470.66	90.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$900.00	\$18.00	\$918.00	\$0.00	\$708.33	\$209.67	77.2
2.12 STATIONERY AND PRINTING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$6,200.00	\$15.00	\$6,215.00	\$221.12	\$5,511.59	\$703.41	88.7
2.21 CLEANING & SANITATION SUPPLIES	\$3,800.00	\$26.94	\$3,826.94	\$774.08	\$3,648.62	\$178.32	95.3
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$103.28	\$4,903.28	\$186.64	\$3,276.57	\$1,626.71	66.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$803.40	\$1,803.40	\$92.09	\$2,046.97	(\$243.57)	113.5
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$4.71	\$154.71	\$0.00	\$27.77	\$126.94	17.9
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$233.03	\$166.97	58.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$4,000.00	\$9.99	\$4,009.99	\$197.31	\$4,138.96	(\$128.97)	103.2
2.42 AUTOMATION SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$803.33	\$4,238.10	(\$1,738.10)	169.5
Subtotal	\$24,360.00	\$981.32	\$25,341.32	\$2,274.57	\$23,829.94	\$1,511.38	94.0
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$0.00	\$6,361.50	\$6,361.50	\$0.00	\$2,132.90	\$4,228.60	33.5
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$14,791.25	\$208.75	98.6
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$937.50	\$562.50	62.5
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$500.00	\$5,030.00	\$970.00	83.8
3.21 TELEPHONE	\$7,000.00	\$582.27	\$7,582.27	\$238.12	\$6,040.35	\$1,541.92	79.7
3.22 POSTAGE	\$4,900.00	\$27.27	\$4,927.27	\$930.36	\$4,494.50	\$432.77	91.2
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$748.00	\$6,299.57	\$700.43	90.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$118.00	\$8,118.00	\$495.74	\$7,468.25	\$649.75	92.0
3.25 FREIGHT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.26 NETWORKING	\$8,000.00	\$0.00	\$8,000.00	\$1,199.38	\$5,511.16	\$2,488.84	68.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$115.05	\$1,274.77	\$225.23	85.0
3.32 OTHER PRINTING	\$350.00	\$0.00	\$350.00	\$12.00	\$200.85	\$149.15	57.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$155.00	\$95.00	62.0
3.42 OTHER INSURANCE	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$11,037.00	(\$37.00)	100.3
3.51 GAS	\$26,000.00	\$0.00	\$26,000.00	\$607.10	\$22,111.57	\$3,888.43	85.0
3.52 ELECTRICITY	\$46,000.00	\$0.00	\$46,000.00	\$1,714.48	\$39,187.15	\$6,812.85	85.2
3.53 WATER	\$950.00	\$0.00	\$950.00	\$59.85	\$861.30	\$88.70	90.7
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$174.26	\$2,142.41	\$257.59	89.3
3.61 BUILDING & STRUCTURES	\$48,000.00	\$9,917.30	\$57,917.30	\$8,161.69	\$63,887.95	(\$5,970.65)	110.3
3.62 EQUIPMENT	\$6,000.00	\$786.29	\$6,786.29	\$22.25	\$1,551.37	\$5,234.92	22.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.71 REAL ESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.72 EQUIPMENT RENTALS	\$280.00	\$0.00	\$280.00	\$9.95	\$316.45	(\$36.45)	113.0
3.91 DUES	\$2,600.00	\$0.00	\$2,600.00	\$20.00	\$2,453.03	\$146.97	94.3
3.92 INTEREST ON TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.94 TRANSFER TO LIRF	\$50,000.00	(\$15,000.00)	\$35,000.00	\$0.00	\$7,676.14	\$27,323.86	21.9
3.95 BOOK REIMBURSEMENT	\$100.00	\$46.50	\$146.50	\$0.00	\$46.50	\$100.00	31.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$40,745.00	\$12,862.50	\$53,607.50	\$2,413.65	\$53,483.84	\$123.66	99.8
Subtotal	\$279,195.00	\$30,701.63	\$309,896.63	\$17,421.88	\$259,090.81	\$50,805.82	83.6
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 FURNITURE & EQUIPMENT	\$44,425.00	\$5,754.38	\$50,179.38	\$3,192.00	\$46,394.94	\$3,784.44	92.5
4.51 BOOKS	\$150,000.00	\$3,605.45	\$153,605.45	\$18,300.27	\$125,899.96	\$27,705.49	82.0
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$843.37	\$19,948.60	\$4,051.40	83.1
4.53 NONPRINTED MATERIALS	\$60,000.00	\$56.95	\$60,056.95	\$3,232.31	\$46,335.80	\$13,721.15	77.2
Subtotal	\$278,425.00	\$9,416.78	\$287,841.78	\$25,567.95	\$238,579.30	\$49,262.48	82.9
Grand Total	\$1,428,789.00	\$42,543.60	\$1,471,332.60	\$111,668.92	\$1,286,282.26	\$185,050.34	87.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Reason</i>
01/01/2001	100	4.4	\$239.00	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.11	\$6,361.50	Encumbered 2000 funds per Board Approv
01/01/2001	100	4.51	\$3,605.45	Encumbered 2000 funds per Board Approv
01/01/2001	100	3.98	\$12,862.50	Encumbered 2000 funds per Board Approv
02/07/2001	100	2.11	\$18.00	Reimbursement for Stop Payment A/P #15
02/12/2001	100	4.53	\$24.95	Patron paid for lost item A/P #102 (IVAN)
03/23/2001	100	3.61	\$151.88	Reimbursed for Snow Removal of 12/21/00
05/14/2001	100	3.61	\$967.80	Insurance Reimbursement for Carpet Clea
05/14/2001	100	3.22	\$27.27	B. Ginder Reimbursed for shipping chg'so
05/14/2001	100	4.53	\$22.00	Patron (A. Jordan) paid for lost audiobook
05/24/2001	100	3.24	\$100.00	Reimbursed thru Sprint Rewards Program
06/04/2001	100	4.53	\$10.00	Rebate for Print Artist CD-Rom-MBNA Mas
06/06/2001	100	3.61	\$967.55	Insurance Claim Reimbursed- A/P #179 (A
06/06/2001	100	2.23	\$103.28	Insurance Claim Reimbursed-A/P #1 & #67
06/06/2001	100	4.4	\$35.99	Insurance Claim Reimbursed- A/P #1 (Ace
06/06/2001	100	2.21	\$26.94	Insurance Claim Reimbursed-A/P #338 (W
06/06/2001	100	2.31	\$665.70	Insurance Claim Reimbursed- A/P #1 & 25
06/08/2001	100	2.41	\$9.99	reimbursed by patron for photos made at
06/28/2001	100	1.24	\$851.67	Cobra Reimburs.(Feb-Mar-Apr-May)-Amt.p
07/09/2001	100	3.95	\$46.50	Patron pd 1/8/01, found books, refunded b
08/13/2001	100	1.24	\$435.62	Cobra Reimburs.(June)Amt pd to Anthem f
08/13/2001	100	3.21	\$573.01	Sprint L.D.-USF reimbursement (Jun-Jan'0
09/06/2001	100	2.13	\$15.00	Rebate on Astrobrights Color Copy Paper
09/20/2001	100	3.21	\$9.26	Refund-Sprint (956-2144 line) cancelled. A/
09/21/2001	100	3.61	\$183.00	Ins. Claim-Broken Window Pane @ Rens.
09/27/2001	100	4.4	\$5,000.00	LSTA Grant reimbursement for TLC Server
09/27/2001	100	3.24	\$18.00	ILF Refund for District 2 cancellation (A/P#
10/09/2001	100	3.12	\$15,000.00	Transfer Per Board Approval of 8/13/01.
10/09/2001	100	3.94	(\$15,000.00)	Transfer Per Board Approval of 8/13/01 Mt
10/09/2001	100	4.4	\$50.00	Rebate on HP 960SCe Printer. A/P#790 (Mi
11/01/2001	100	1.24	\$156.58	Ins. Premium-Saxon (FMLA). A/P #1008 (A
11/14/2001	100	3.61	\$7,647.07	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	3.62	\$786.29	Ins. Reimbursement-Water Damage to Typ
11/14/2001	100	4.4	\$429.39	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	2.32	\$4.71	Ins. Reimbursement-Water Damage @ De
11/14/2001	100	2.31	\$137.70	Ins. Reimbursement-Water Damage @ De

Register of Claims
Jasper County Public Library

Report Date: From 11/01/2001 To 11/30/2001

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20431	928	ACE HARDWARE	11/12/2001	Roof Deicer, Feather duster, outdoor bulb, concrete	\$238.17
20432	929	AL'S CONSTRUCTION, INC.	11/12/2001	installation of roof cables-Demotte	\$405.00
20433	930	AMBER WHITED	11/12/2001	Mileage & expenses; District 1, counterparts	\$84.49
20434	931	ALA	11/12/2001	2002 Library Systems Newsletter Subscription	\$78.00
20435	932	AUSTIN BOOK SALES	11/12/2001	Books	\$106.78
20436	933	AVC CORPORATION	11/12/2001	Financial Computer Service Contract-NOV '01	\$99.00
20437	934	BAKER & TAYLOR	11/12/2001	Books, Continuations, Gift books, AV material	\$12,260.94
20438	935	BETHANY HOUSE PUBLISHER	11/12/2001	Books	\$26.88
20439	936	BOWKER	11/12/2001	Continuations	\$1,142.55
20440	937	BTP CAHNERS TRAVEL GROU	11/12/2001	Business Travel Planner	\$149.00
20441	938	BURVAN ELECTRIC MOTORS	11/12/2001	Circulation Pump on HVAC System Rensselaer	\$186.68
20442	939	CHARLOTTE FAGEN	11/12/2001	Film & Developing, Mileage	\$44.16
20443	940	CHERYL WARRAN	11/12/2001	Janitorial Services @ Wheatfield	\$74.25
20444	941	CULLIGAN	11/12/2001	Water Cooler Rental-Wheatfield	\$9.95
20445	942	D&J LAWN CARE, INC.	11/12/2001	Lawn Mowing, Weed Pulling, Tree branches-Demotte	\$580.00
20446	943	DELL MARKETING L.P.	11/12/2001	3 Computers	\$3,192.00
20447	944	DELORME	11/12/2001	Indiana Atlas	\$24.95
20448	945	DEMCO	11/12/2001	Scotch tape, Audio Cass. Cases, Hangup Bags, Binder tape, labels, Magazine Display	\$888.00
20449	946	DEMOTTE CARPET	11/12/2001	Pullup & Reinstall Carpet-Demotte Mtg. Room	\$980.00
20450	947	DIANA KOOY	11/12/2001	Mileage, balloons for Teen Read Week	\$100.29
20451	948	DIANE KROS	11/12/2001	Mileage-Bank Deposits, Storytime	\$11.04
20452	949	FASE'S WATER TREATMENT	11/12/2001	Redout for Softener-Demotte	\$58.50
20453	950	GAIL JUNG	11/12/2001	Rensselaer Petty Cash-Balloons Teen Read Week, Patriotic Ribbon, Postage	\$36.64
20454	951	GAIL JUNG	11/12/2001	CD-Rom software, Mileage-Management Mtg.	\$26.43
20455	952	GALE GROUP	11/12/2001	Continuations	\$716.28
20456	953	GROLIER EDUCATIONAL COR	11/12/2001	Continuations-Wheatfield Childrens	\$141.88
20457	954	H. W. WILSON COMPANY	11/12/2001	Readers Guide Print Subscription: 1/02-12/02	\$644.00
20458	955	HERITAGE OFFICE PRODUCT	11/12/2001	Correction Fluid	\$10.56
20459	956	HIGHSMITH CO. INC.	11/12/2001	Bibliofile Label Set	\$269.74
20460	957	HP PRODUCTS CORP.	11/12/2001	Kleenex, M-Folds, TP, Vandalism Remover, Cleaner, Handsoap, Trash Bags	\$742.78
20517	958	INCOLSA	11/12/2001	OCLC First Search Subscription-500 uses	\$385.00
20462	959	INDIANA LIBRARY FEDERATIO	11/12/2001	ILF 2001 Reference Division Workshop-11/8/01	\$315.00
20463	960	INGRAM	11/12/2001	Books	\$52.83
20464	961	INSPIRATIONAL BOOK DISTRI	11/12/2001	Books	\$198.72
20465	962	INDIANA ONLINE USERS GRO	11/12/2001	Membership Registration 7/1/01-6/30/02-Stringfellow	\$20.00
20466	963	JASPER COUNTY HOSPITAL	11/12/2001	Quality Water Test-Demotte	\$12.00
20467	964	JEANNE M. DAMS	11/12/2001	Author Speaking Engagement- 11/27/01-Rens	\$250.00
20468	965	JILL TACHTIRIS	11/12/2001	Mileage-Reference Counterparts/Hammond PL	\$31.74
20469	966	K.V.ELECTRIC	11/12/2001	Replace Lights in Parking Lot & Exit Fixtures-Demotte	\$639.00
20470	967	KANKAKEE VALLEY POST NE	11/12/2001	Newspaper Subscription-11/28/01- 11/28/02; Demotte	\$43.00
20471	968	KATHRYN B. WEED	11/12/2001	Mileage-Kniman	\$20.70
20472	969	KONE, INC.	11/12/2001	Qrtly Maintenance Contract: 10/01/01-12/31/01	\$360.00
20473	970	LEGAL DIRECTORIES PUBLIS	11/12/2001	Indiana Legal Directory 2001	\$57.50
20474	971	LIBRARY VIDEO COMPANY	11/12/2001	CD-Roms	\$184.26
20475	972	LIBROS SIN FRONTERAS, CO.	11/12/2001	Spanish books	\$145.65
20476	973	LISA RUSHER	11/12/2001	Film developing, Childrens Program Supplies, Mileage-Media Minds	\$22.03

Printed on Friday, November 30, 2001

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Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20477	974	LYNN DAUGHERTY	11/12/2001	Books, Reduction of blueprint copies, ISLAC Expense	\$50.91
20478	975	MAREND S. BABCOCK	11/12/2001	11/13/01 Program "How to Cut Your Bills in Half"-Rens	\$250.00
20479	976	MARSHALL CAVENDISH CORP	11/12/2001	Books	\$3,031.23
20480	977	MARY MOLENAAR	11/12/2001	Mileage & Tolls District 1-10/2/01	\$69.53
20481	978	MIDWAY ELECTRONICS	11/12/2001	Pager Service, Datelines, Monthly Router Service	\$691.38
20482	979	PATTY STRINGFELLOW	11/12/2001	Leadership Conf. Expense, Mileage;Marketing,Management Mtg, Management Institute, IOLUG	\$179.91
20483	980	PLATINUM PLUS FOR BUSINE	11/12/2001	2002 Planner Pads	\$57.85
20484	981	POSTMASTER GENERAL	11/12/2001	100-5c,2000-34c,100-23c,100-\$1,200-50c,100-20c,200- 1c,100-3c,100-4c,60-10c	\$902.00
20485	982	PRECISION CONTROL SYSTE	11/12/2001	Purchased & changed air vents, ball valve bushings.replaced actuator,replaced boiler parts-Rens	\$4,939.04
20486	983	PROQUEST INFORMATION & L	11/12/2001	Qrtly Microfilm of RR	\$78.37
20487	984	QUILL	11/12/2001	Calendars, Schedule books,	\$94.43
20488	985	RACHAEL CAVINDER	11/12/2001	Mileage-Circulation counterparts	\$11.73
20489	986	REBECCA GIBSON	11/12/2001	Video's, poster frame,Card Sign-up week prize, counterparts expense	\$110.62
20490	987	RECORDED BOOKS, LLC	11/12/2001	Audiobooks	\$612.00
20491	988	REGENT BOOK CO., INC.	11/12/2001	continuation	\$21.55
20492	989	RENSSELAER LUMBER CO.	11/12/2001	Ceiling tile, Plexiglass-tech services	\$52.30
20493	990	RENSSELAER REPUBLICAN	11/12/2001	Ad for Library Page Position-Rens & Wheatfield	\$115.05
20494	991	S & G COMMUNICATIONS LLC	11/12/2001	12 ft Handset Cord	\$22.25
20495	992	SECURITY COURIERS CORP.	11/12/2001	Courier Service 9/28 -10/26/01 Between Branches	\$1,143.46
20496	993	SELECTVIDEO	11/12/2001	Video's	\$249.60
20497	994	SHEILA MAXWELL	11/12/2001	Mileage;Management mtg.,Gates wrkshp, D & W work	\$207.35
20498	995	SUDANCO AFFORDABLE ALTE	11/12/2001	Receipt print paper & ribbons, fine & alert labels	\$867.48
20499	996	TALLY SYSTEMS	11/12/2001	CentaMeter License Subscription to 12/05/01	\$920.00
20500	997	THYME WITH ROSEMARY BO	11/12/2001	Book	\$28.00
20501	998	TOM KROOSWYK PLMBG, HT	11/12/2001	Thermostat repairs childrens area-Wheatfield	\$150.00
20502	999	TRUGREEN	11/12/2001	Root feeding for tree's & shrubs for winter-Demotte	\$99.00
20503	1000	TYSEN'S COUNTRY GROCER	11/12/2001	Adult & children program supplies-Dem;furniture polish,glass cleaner, air freshener, toilet bowl cleaner	\$181.42
20504	1001	UNIQUE MANAGEMENT SERVI	11/12/2001	Secondary collections-Sept '01	\$99.19
20505	1002	VISTA INC.	11/12/2001	Microfilm Machine lamps	\$32.35
20506	1003	WAL-MART COMMUNITY BRC	11/12/2001	Video's, DVD's,CD's,contact paper,Fall Festival & Children's Program-Ren,Children's Prog.-Wheat	\$636.89
20507	1004	WERMAN GROUP	11/12/2001	Video	\$89.85
0	1005	PAYROLL	11/10/2001	PAYROLL	\$30,058.83
20508	1006	AFLAC	11/10/2001	Supplemental Insurance-October Premium	\$132.70
20509	1007	ALIAC	11/10/2001	Deferred Compensation Plan-11/10/01	\$1,365.37
20516	1008	ANTHEM BLUE CROSS AND B	11/10/2001	November Health Insurance Premium-11/10/01	\$5,398.54
20511	1009	INDIANA FISCAL POLICY INSTI	11/10/2001	Indiana Institute for Public Funds Management;11/26- 11/27,Daugherty,Jung	\$130.00
20512	1010	LA-PORTER FEDERAL CREDIT	11/10/2001	Withheld from Payroll 11/10/01	\$175.00
20513	1011	SPRINT	11/10/2001	Telephone Long Distance OCT '01-D & W	\$52.40
20514	1012	TOWN OF DEMOTTE	11/10/2001	Demotte Sewer Service-Sept. '01	\$50.26
20515	1013	TOWN OF WHEATFIELD SEW	11/10/2001	Wheatfield Sewer Service- NOV '01	\$41.05
0	1014	INDIANA DEPARTMENT OF RE	11/20/2001	State & County Tax Withheld OCT '01	\$2,399.27
0	1015	INTERNAL REVENUE SERVIC	11/13/2001	FED & FICA Tax Withheld 11/10/01	\$7,392.43
0	1016	PAYROLL	11/23/2001	PAYROLL	\$29,071.68
20518	1017	ALIAC	11/23/2001	Deferred Compensation Plan-11/23/01	\$1,365.37
20519	1018	ANTHEM LIFE	11/23/2001	December Premium	\$102.30
20520	1019	CITY OF RENSSELAER	11/23/2001	Rensselaer Utilities;10/09-11/07/01	\$1,829.99
20521	1020	LA-PORTER FEDERAL CREDIT	11/23/2001	Withheld from Payroll 11/23/01	\$175.00
20522	1021	NIPSCO	11/23/2001	Wheatfield Utilities;10/11-11/09/01	\$634.39

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20523	1022	SPRINT	11/23/2001	Local Service-Rens-NOV '01	\$559.63
20524	1023	SPRINT	11/23/2001	Local Service-Wheatfield NOV '01	\$134.09
0	1024	INTERNAL REVENUE SERVIC	11/26/2001	FED & FICA Tax Withheld 23 NOV 01	\$7,072.68
Total Amount of Claims					\$130,202.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 30, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10 day of December, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

November 30, 2001

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,584.63	\$24,596.39
DeMotte	\$1,134.85	\$9,968.68		
Rensselaer	\$949.52	\$9,903.73		
Wheatfield	\$500.26	\$4,723.98		
PHOTOCOPIES:			\$603.45	\$6,299.33
DeMotte	\$251.45	\$2,614.16		
Rensselaer	\$288.30	\$2,892.41		
Wheatfield	\$63.70	\$792.76		
CARDS:			\$8.00	\$774.00
DeMotte	\$0.00	\$272.00		
Rensselaer	\$8.00	\$374.00		
Wheatfield	\$0.00	\$128.00		
INTEREST:			\$1,349.77	\$22,424.26
Checking/Repurchase/Savings	\$1,349.77	\$7,544.05		
CD's & Investments	\$0.00	\$14,880.21		
TAXES:			\$574,442.08	\$1,261,303.20
Property Tax	\$299,670.08	\$669,817.63		
License Excise Tax	\$0.00	\$34,906.16		
Financial Institution Tax	\$0.00	\$647.35		
CVET(Commercial Vehicle Excise)	\$0.00	\$3,669.01		
Local Option/Certified Shares	\$247,950.50	\$495,901.00		
Local Option/Property Tax Repl.	\$26,821.50	\$53,643.00		
State Distribution	\$0.00	\$2,719.05		
REFUNDS:			\$2,908.34	\$23,913.95
Insurance	\$2,154.32	\$13,637.28		
Rebates/Refund	\$0.00	\$357.20		
LSTA Technology Grant	\$0.00	\$5,023.39		
Replace Damaged Materials	\$0.00	\$24.95		
Reimbursement	\$0.00	\$23.17		
Jasper Co. Emergency Mgmt Agcy	\$0.00	\$151.88		
Magazine Refunds	\$0.00	\$349.21		
COBRA/FMLA Reimbursement	\$448.48	\$3,199.21		
Postage	\$0.00	\$27.63		
Multiplexer sale	\$0.00	\$51.00		
Equipment/Book/Supplies Sale	\$305.54	\$496.02		
Sprint E-rate	\$0.00	\$573.01		
TOTAL OPERATING FUND RECEIPTS.....			\$581,896.27	\$1,339,311.13
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$489.00	\$5,461.35
DeMotte	\$235.00	\$3,098.79		
Rensselaer	\$54.00	\$1,992.56		
Wheatfield	\$200.00	\$370.00		
LIBRARY IMPROVEMENT FUND:			\$52.29	\$852.48
BOND & INTEREST REDEMPTION FUND			\$157,334.62	\$372,264.60
Property Tax	\$157,334.62	\$351,671.75		
License Excise Tax	\$0.00	\$18,326.64		
Financial Institution Tax	\$0.00	\$339.88		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,926.33		
CAPITAL PROJECTS FUND:			\$59,840.28	\$148,225.02
Interest Earned	\$0.00	\$6,638.78		
Property Tax	\$59,840.28	\$133,754.01		
License Excise Tax	\$0.00	\$6,970.30		
Financial Institution Tax	\$0.00	\$129.27		
CVET(Commercial Vehicle Excise)	\$0.00	\$732.66		
HOST/HOSPITALITY FUND:			\$0.00	\$1,345.25
EVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$799,612.46	\$1,867,459.83
			TOTAL RECEIPTS	TOTAL RECEIPTS

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$19,716.18	\$211,144.55
FIT Tax Collected	\$5,776.51	\$65,086.93		
FICA Collected	\$4,344.30	\$48,326.08		
State Tax Collected	\$1,916.09	\$21,388.83		
County Tax Collected	\$528.50	\$5,907.00		
Deferred Comp Plan	\$2,730.74	\$28,832.69		
#125 Pre-tax Plan	\$2,342.62	\$22,453.20		
Life/Health Insurance	\$17.80	\$80.20		
PERF	\$1,709.62	\$17,219.62		
Credit Union	\$350.00	\$1,850.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$819,328.64	\$2,078,604.38

Register of Claims
Jasper County Public Library

Report Date: From 12/01/2001 To 12/10/2001

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
20525	1025	ALA/BOOKLIST	12/10/2001	Booklist Subscription 10/01-2/15/02-Demotte	\$149.00
20526	1026	ANTHEM BLUE CROSS AND B	12/10/2001	December Health Insurance Premium-12/10/01	\$5,285.82
20527	1027	AVC CORPORATION	12/10/2001	Finanacial Computer Service Contract-December '01	\$99.00
20528	1028	BAKER & TAYLOR	12/10/2001	Books, Continuations,AV Materials	\$4,248.21
20529	1029	BANK ONE TRUST COMPANY,	12/10/2001	Bond & Interest Pymt due 1/1/02	\$365,537.50
20530	1030	BARNES & NOBLE	12/10/2001	Books & AV Material	\$438.49
20531	1031	BEST BUY CO., INC.	12/10/2001	AV Materials	\$1,408.12
20532	1032	BROWN'S WEST SIDE GARDE	12/10/2001	Lawn Mowings & Landscape Maintenance 2001 Season	\$2,815.00
20533	1033	CENTRAL STATES SALES CO	12/10/2001	Track Lights @ Demotte	\$15.56
20534	1034	CERTIFIED LABORATORIES	12/10/2001	Water Treatment Chemicals	\$642.96
20535	1035	CHERYL WARRAN	12/10/2001	Janitorial Services @ Wheatfield	\$41.25
20536	1036	CONSOLIDATED INSURANCE	12/10/2001	Asst. Treasurer's Bond;12/31-01/02(Schultz)	\$100.00
20537	1037	CRAIG CAMERON HORSEMAN	12/10/2001	Video	\$108.00
20538	1038	CULLIGAN	12/10/2001	Water & Cooler Rental-Wheat	\$49.55
20539	1039	DEMCO	12/10/2001	Alphabet Oval Rug-Rens	\$292.61
20540	1040	DIANE KROS	12/10/2001	Mileage	\$8.28
20541	1041	DIANE OPOLSKI	12/10/2001	Mileage	\$5.52
20542	1042	DISCOUNT WIRING MATERIAL	12/10/2001	Knuckle Assembly	\$25.15
20543	1043	EVA CORPORATION	12/10/2001	Magazine Subcriptions-D & W	\$30.98
20544	1044	FACTS ON FILE NEWS SERVI	12/10/2001	Issues & Controversies to 12/02-Dem	\$436.50
20545	1045	FRUGAL TIMES	12/10/2001	Books	\$18.00
20546	1046	GA FOODS GROUP	12/10/2001	Management Meeting 11/15/01-Rens	\$12.34
20547	1047	GAIL JUNG	12/10/2001	Mileage & Expense Bookkeeping Wrkshp-11/13/01	\$36.06
20548	1048	GALE GROUP	12/10/2001	Books & Continuations	\$695.74
20549	1049	GAYLORD BROS.	12/10/2001	Labels-Gothic Romance	\$6.28
20550	1050	HAMSTRA BUILDERS, INC.	12/10/2001	Wheatfield Library repairs-Gutter & Electrical	\$126.00
20551	1051	HERITAGE OFFICE PRODUCT	12/10/2001	Mita Service Contract;11/15/01-11/15/02	\$490.05
20552	1052	HIGHSMITH CO. INC.	12/10/2001	Book Pockets	\$219.84
20553	1053	INCOLSA	12/10/2001	Access Science 7/1/01- 6/30/02	\$338.00
20554	1054	INDIANA DEPT.OF WORKFOR	12/10/2001	Voluntary Payment	\$30.71
20555	1055	INGRAM	12/10/2001	Books	\$27.18
20556	1056	INSPIRATIONAL BOOK DISTRI	12/10/2001	Books	\$54.91
20557	1057	J B'S LOCK & KEY SERVICE	12/10/2001	Repairs to Exit Device-Main Entrance & Front door-Dem	\$105.00
0	1058	JASPER COUNTY PUBLIC LIB	12/10/2001	Bank Transfer to Peoples State Bank	\$11,200.00
20558	1059	JENNIFER L. EVERS	12/10/2001	Mileage-Mngmnt, IOLUG, IVAN Board Mtg.	\$89.70
20559	1060	JILL TACHTIRIS	12/10/2001	Mileage-AV Trip	\$17.94
20560	1061	KATHRYN B. WEED	12/10/2001	Mileage;Reference Wrkshp, Kniman, Database Mtg	\$104.88
20561	1062	KEM'S TRUSTWORTHY HARD	12/10/2001	V-Belt & Pleated Air Filters	\$49.67
20562	1063	KEVIN GIBSON	12/10/2001	Repairs to vacuum cord, cleaned gutters, replaced lights, installed rack, rods, sign to post-Dem	\$65.00
20563	1064	LAWN CARE CONSULTANTS	12/10/2001	Mowing & Lawn Care-Wheatfield	\$959.00
20564	1065	LINDA THOMPSON	12/10/2001	Mileage-counterparts mtg., AASL conf Indy	\$10.35
20565	1066	LISA RUSHER	12/10/2001	Bookkeeping Workshop Expense-11/13/01	\$5.41
20566	1067	LYNN DAUGHERTY	12/10/2001	Mileage-Board, Mngmnt & Director's mtgs.,Leadership conf.	\$213.21
20567	1068	NIPSCO	12/10/2001	Demotte Utilities;10/16/01-11/15/01	\$2,107.39
20568	1069	NORTHWESTERN INDIANA TE	12/10/2001	December Telephone Service-Demotte	\$64.53
20569	1070	PEGGY WOODS	12/10/2001	Av Purchase trip Expense	\$10.06

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20570	1071	PLATINUM PLUS FOR BUSINE	12/10/2001	Fourwinds Resort Accomadations 10/22- 10/24- Daugherty	\$181.54
20571	1072	PRECISION CONTROL SYSTE	12/10/2001	3-55 gal Dow Therm,Installed new valve actuator	\$3,271.94
20572	1073	RENSSELAER CENTRAL HIGH	12/10/2001	1/4 page Advertisement-2002 Chaos Yearbook-Rens	\$90.00
20573	1074	REBECCA GIBSON	12/10/2001	Mileage-Counterparts & Mngmnt;Landscape materials-D	\$138.27
20574	1075	RECORDED BOOKS, LLC	12/10/2001	Audiobooks	\$162.40
20575	1076	RELIABLE EXTERMINATORS, I	12/10/2001	Quarterly Service-Rens	\$150.00
20576	1077	SECURITY COURIERS CORP.	12/10/2001	Courier Service 11/2-11/30/01 between branches	\$861.14
20577	1078	SHEILA MAXWELL	12/10/2001	Mileage, Expenses;Gates Wrkshp & Counterparts mtg.	\$29.12
20578	1079	SPRINT PUBLISHING & ADVER	12/10/2001	Directory Charges-Jasper/Newton Counties	\$70.75
20579	1080	SUNCOAST #3009	12/10/2001	AV Materials	\$408.09
20580	1081	THE LIBRARY CORPORATION	12/10/2001	Reliability, Response & Funcnality tests Completed;Follow-up Training	\$22,680.00
20581	1082	THE TIMES-	12/10/2001	Annual Newspaper Subscription-Demotte	\$204.00
20582	1083	TOWN OF DEMOTTE	12/10/2001	Demotte Sewer Service OCT '01	\$50.26
20583	1084	TOWN OF WHEATFIELD SEW	12/10/2001	December Sewer Service-Wheatfield	\$41.05
20584	1085	TRUGREEN	12/10/2001	15 bags of Ice Melt delivered	\$150.00
20585	1086	TYSEN'S COUNTRY GROCER	12/10/2001	Afterschool Program Supplies-Dem	\$9.22
20586	1087	UNIQUE MANAGEMENT SERVI	12/10/2001	Initial & Secondary Placements to Collections-OCT '01	\$264.22
20587	1088	WAL-MART COMMUNITY BRC	12/10/2001	Video's, DVD's,Software, Children's Program Supplies	\$1,286.21
20588	1089	WASHINGTON POST	12/10/2001	2 year subscription 2/02-2/04;Rens	\$144.00
Total Amount of Claims					\$428,986.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 04, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$428,986.96

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Thursday, December 27, 2001, 8:00 AM
Rensselaer Library**

Purpose

Opening of meeting	Moment of silence
Treasurer's Oath of Office	Action
Bills to be allowed	Action
Transfers of funds	Action
Transfer to LIRF	Action
Adjournment	

December 27, 2001

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
2.31 Building Materials & Supplies	\$ 243.57	2.23 Other Operating Supplies	\$ 243.57
2.41 Library Supplies	\$ 151.37	2.21 Cleaning Supplies	\$ 151.37
2.42 Automation Supplies	\$1738.10	2.23 Other Operating Supplies	\$1161.22
		2.12 Stationery & Printing	\$ 576.88
3.41 Official Bonds	\$ 5.00	3.12 Engineer/Arch Services	\$ 5.00
3.42 Other insurance	\$ 37.00	3.12 Engineer/Arch Services	\$ 37.00
3.53 Water	\$ 12.73	3.12 Engineer/Arch Services	\$ 12.73
3.72 Equipment Rentals	\$ 46.40	3.12 Engineer/Arch Services	\$ 46.40
3.98 Maintenance/Service Contracts	\$ 6059.47	3.21 Telephone	\$ 1174.97
		3.26 Networking	\$ 1560.84
		3.51 Gas	\$ 2650.73
		3.62 Electricity	\$ 672.93
TOTAL Added	\$ 8,293.64	TOTAL Reduced	\$ 8,293.64

December 27, 2001

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

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3.42 Other insurance	\$ 37.00	3.12 Engineer/Arch Services	\$ 37.00
3.53 Water	\$ 12.73	3.12 Engineer/Arch Services	\$ 12.73
3.72 Equipment Rentals	\$ 46.40	3.12 Engineer/Arch Services	\$ 46.40
3.61 Building & Structures	\$14,192.07	3.14 Other Professional Serv.	\$ 970.00
		3.24 Professional Meetings	\$ 433.10
		3.52 Electricity	\$ 2795.79
		3.62 Equipment repairs	\$ 5234.92
		3.97 Interviewing/Moving Exp	\$ 500.00
		3.94 Transfer to LIRF	\$ 4258.26
3.98 Maintenance/Service Contracts	\$ 6059.47	3.21 Telephone	\$ 1174.97
		3.26 Networking	\$ 1560.84
		3.51 Gas	\$ 2650.73
		3.62 Electricity	\$ 672.93
TOTAL Added	\$22485.71	TOTAL Reduced	\$22485.71

YEAR-END
Register of Claims
Jasper County Public Library

Report Date: From 12/01/2001 To 12/27/2001

<i>Varrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20525	1025	ALA/BOOKLIST	12/10/2001	Booklist Subscription 10/01-2/15/02-Demotte	\$149.00
20526	1026	ANTHEM BLUE CROSS AND B	12/10/2001	December Health Insurance Premium-12/10/01	\$5,285.82
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20535	1035	CHERYL WARRAN	12/10/2001	Janitorial Services @ Wheatfield	\$41.25
20536	1036	CONSOLIDATED INSURANCE	12/10/2001	Asst. Treasurer's Bond;12/31-01/02(Schultz)	\$100.00
20537	1037	CRAIG CAMERON HORSEMAN	12/10/2001	Video	\$108.00
20538	1038	CULLIGAN	12/10/2001	Water & Cooler Rental-Wheat	\$49.55
20539	1039	DEMCO	12/10/2001	Alphabet Oval Rug-Rens	\$292.61
20540	1040	DIANE KROS	12/10/2001	Mileage	\$8.28
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20542	1042	DISCOUNT WIRING MATERIAL	12/10/2001	Knuckle Assembly	\$25.15
20543	1043	EVA CORPORATION	12/10/2001	Magazine Subcriptions-D & W	\$30.98
20544	1044	FACTS ON FILE NEWS SERVI	12/10/2001	Issues & Controversies to 12/02-Dem	\$436.50
20545	1045	FRUGAL TIMES	12/10/2001	Books	\$18.00
20546	1046	GA FOODS GROUP	12/10/2001	Management Meeting 11/15/01-Rens	\$12.34
20547	1047	GAIL JUNG	12/10/2001	Mileage & Expense Bookkeeping Wrkshp-11/13/01	\$36.06
20548	1048	GALE GROUP	12/10/2001	Books & Continuations	\$695.74
20549	1049	GAYLORD BROS.	12/10/2001	Labels-Gothic Romance	\$6.28
20550	1050	HAMSTRA BUILDERS, INC.	12/10/2001	Wheatfield Library repairs-Gutter & Electrical	\$126.00
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20552	1052	HIGHSMITH CO. INC.	12/10/2001	Book Pockets	\$219.84
20553	1053	INCOLSA	12/10/2001	Access Science 7/1/01- 6/30/02	\$338.00
20554	1054	INDIANA DEPT.OF WORKFOR	12/10/2001	Voluntary Payment	\$30.71
20555	1055	INGRAM	12/10/2001	Books	\$27.18
20556	1056	INSPIRATIONAL BOOK DISTRI	12/10/2001	Books	\$54.91
20557	1057	J B'S LOCK & KEY SERVICE	12/10/2001	Repairs to Exit Device-Main Entrance & Front door-Dem	\$105.00
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20560	1061	KATHRYN B. WEED	12/10/2001	Mileage;Reference Wrkshp, Kniman, Database Mtg	\$104.88
20561	1062	KEM'S TRUSTWORTHY HARD	12/10/2001	V-Belt & Pleated Air Filters	\$49.67
20562	1063	KEVIN GIBSON	12/10/2001	Repairs to vacuum cord, cleaned gutters, replaced lights, installed rack, rods, sign to post-Dem	\$65.00
20563	1064	LAWN CARE CONSULTANTS	12/10/2001	Mowing & Lawn Care-Wheatfield	\$959.00
20564	1065	LINDA THOMPSON	12/10/2001	Mileage-counterparts mtg., AASL conf Indy	\$10.35
20565	1066	LISA RUSHER	12/10/2001	Bookkeeping Workshop Expense-11/13/01	\$5.41
20566	1067	LYNN DAUGHERTY	12/10/2001	Mileage-Board, Mngmnt & Director's mtgs.,Leadership conf.	\$213.21
20567	1068	NIPSCO	12/10/2001	Demotte Utilities;10/16/01-11/15/01	\$2,107.39
20568	1069	NORTHWESTERN INDIANA TE	12/10/2001	December Telephone Service-Demotte	\$64.53
20569	1070	PEGGY WOODS	12/10/2001	Av Purchase trip Expense	\$10.06

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
20570	1071	PLATINUM PLUS FOR BUSINE	12/10/2001	Fourwinds Resort Accomadations 10/22- 10/24- Daugherty	\$181.54
20571	1072	PRECISION CONTROL SYSTE	12/10/2001	3-55 gal Dow Therm,Installed new valve actuator	\$3,271.94
20572	1073	RENSSELAER CENTRAL HIGH	12/10/2001	1/4 page Advertisement-2002 Chaos Yearbook-Rens	\$90.00
20573	1074	REBECCA GIBSON	12/10/2001	Mileage-Counterparts & Mngmnt;Landscape materials-D	\$138.27
20574	1075	RECORDED BOOKS, LLC	12/10/2001	Audiobooks	\$162.40
20575	1076	RELIABLE EXTERMINATORS, I	12/10/2001	Quarterly Service-Rens	\$150.00
20576	1077	SECURITY COURIERS CORP.	12/10/2001	Courier Service 11/2-11/30/01 between branches	\$861.14
20577	1078	SHEILA MAXWELL	12/10/2001	Mileage, Expenses;Gates Wrkshp & Counterparts mtg.	\$29.12
20578	1079	SPRINT PUBLISHING & ADVER	12/10/2001	Directory Charges-Jasper/Newton Counties	\$70.75
20579	1080	SUNCOAST #3009	12/10/2001	AV Materials	\$408.09
20580	1081	THE LIBRARY CORPORATION	12/10/2001	Reliability, Response & Funcnality tests Completed;Follow-up Training	\$22,680.00
20581	1082	THE TIMES-	12/10/2001	Annual Newspaper Subscription-Demotte	\$204.00
20582	1083	TOWN OF DEMOTTE	12/10/2001	Demotte Sewer Service OCT '01	\$50.26
20583	1084	TOWN OF WHEATFIELD SEW	12/10/2001	December Sewer Service-Wheatfield	\$41.05
20584	1085	TRUGREEN	12/10/2001	15 bags of Ice Melt delivered	\$150.00
20585	1086	TYSEN'S COUNTRY GROCER	12/10/2001	Afterschool Program Supplies-Dem	\$9.22
20586	1087	UNIQUE MANAGEMENT SERVI	12/10/2001	Initial & Secondary Placements to Collections-OCT '01	\$264.22
20587	1088	WAL-MART COMMUNITY BRC	12/10/2001	Video's, DVD's,Software, Children's Program Supplies	\$1,286.21
20588	1089	WASHINGTON POST	12/10/2001	2 year subcription 2/02-2/04;Rens	\$144.00
0	1090	PAYROLL	12/10/2001	PAYROLL	\$28,088.63
20589	1091	AFLAC	12/10/2001	Supplemental Insurance-November Premium	\$132.70
20590	1092	ALIAC	12/10/2001	Deferred Compensation Plan-12/10/01	\$1,365.37
20591	1093	LA-PORTER FEDERAL CREDIT	12/10/2001	Withheld from payroll 12/10/01	\$175.00
0	1094	INTERNAL REVENUE SERVIC	12/11/2001	FICA & FED Tax Withheld 10 DEC 01	\$6,802.91
0	1095	INDIANA DEPARTMENT OF RE	12/20/2001	State & County Tax Withheld NOV '01	\$2,444.59
0	1096	PAYROLL	12/21/2001	PAYROLL	\$29,216.14
20592	1097	AFLAC	12/21/2001	Supplemental Insurance-December Premium	\$132.70
20593	1098	ALIAC	12/21/2001	Deferred Compensation Plan-12/21/01	\$1,365.37
20594	1099	ANTHEM LIFE	12/21/2001	January Premium	\$102.30
20595	1100	CITY OF RENSSELAER	12/21/2001	Rensselaer Utilities;11/07 - 12/10/01	\$1,814.52
20596	1101	INDIANAPOLIS STAR	12/21/2001	Annual Subscription;1/5/02-1/4/03;Rensselaer	\$221.00
20597	1102	LA-PORTER FEDERAL CREDIT	12/21/2001	Withheld from Payroll 12/21/01	\$175.00
20598	1103	NIPSCO	12/21/2001	Utilities Wheatfield;11/09 - 12/12/01	\$802.72
20599	1104	SPRINT	12/21/2001	Datalines, Rens. Payphone, Wheatfield Local Phone	\$693.72
20600	1105	SPRINT	12/21/2001	Telephone Long Distance-D & W	\$45.95
0	1106	INTERNAL REVENUE SERVIC	12/26/2001	FED & FICA Tax Withheld 21 DEC '01	\$7,017.63
20601	1107	GAIL JUNG	12/27/2001	DeMotte Petty Cash	\$24.90
20602	1108	GAIL JUNG	12/27/2001	Rensselaer Petty Cash	\$12.82
20603	1109	GAIL JUNG	12/27/2001	Wheatfield Petty Cash	\$20.81
20604	1110	MIDWAY ELECTRONICS	12/21/2001	Wireless Communication-Dec'01	\$420.00
20605	1111	UNIQUE MANAGEMENT SERVI	12/27/2001	November Collections	\$181.22

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$510,242.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 19, 2001

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$510,242.96

Date this 27th day of December, 2001.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/1999.

ACCO. USA
WHEELING, ILLINOIS 60090
25978

0 50505 25978 6
RED/ROUGE/ROJO

ASUC N-1004M

